2014

GRADUATION INFORMATION
FROM THE ACADEMIC DIRECTOR

Dear Graduates

As you are all about to begin a new exciting chapter in your young lives I would like to take this opportunity to give you one last advice and that is to cherish the your most precious commodity: Time. To remind himself that time is our most cherished possession the great German writer Thomas Mann wrote in his journal: “Grab hold of time! Use it! Be mindful of every day, every hour! If you are not careful, time can slip away far too easily and quickly.”

“This gift must be sanctified, for it offers the opportunity to develop our most essential talents. It is with these talents that we attempt to extract the immortal from the transient. Time is the space in which to strive unremittingly for self-fulfillment, to grow into the individuals we ought to be.” With this in mind we should all reflect on three things each day: who we are, what we know and what we want. As Socrates wisely observed two and a half thousand years ago: “The unexamined life is not worth living.”

We hope we, at RCDC, have bequeathed you not only with the necessary knowledge and skills for you to achieve successful careers but more importantly we also hope we have bequeathed you with the love of learning essential to a meaningful existence. Our capacity to change ourselves, thriving for continuous improvement, is our most important moral duty.

Professor Patrick Bernard

Academic Director
RAFFLES COLLEGE COUNCIL

The governing body of Raffles College of Design and Commerce is the Raffles College Council, the membership of which represents a spectrum of expertise in the fields of education, design, business and finance.

The main responsibility of the Council is to set strategic directions and to establish, review and implement policies to govern and carry out the mission of Raffles College. In summary, this mission is to be a private, independent institution with a clear and uncompromising commitment to the pursuit of excellent and innovative education and training in design and business.

The Council maintains responsibility for corporate governance of the College. It operates independently from the ownership of the institution, in order to ensure corporate and academic integrity.

The Council delegates the management of academic quality control and assurance to the Academic Board. The Chair of the Academic Board is responsible for tabling reports concerning academic quality and performance to the Council.

The Council delegates the operational management of the College to the Chief Executive Officer, who is advised by the Senior Management Committee. The Chief Executive Officer is responsible for developing annual budgets for approval by the Council, tabling reports concerning financial and marketing performance, and presenting to Council proposals for new programs and initiatives.
PREPARING FOR YOUR GRADUATION

Congratulations on the successful completion of your studies here at Raffles College of Design and Commerce! Your graduation ceremony will be held at **4:00pm on Friday 21 March 2014 at Sydney Town Hall.**

This document contains details about what you need to know and do before, during and after the ceremony.

(Note that before the ceremony graduating students are known as **graduands**. At the point in the ceremony when all the awards are collectively conferred by the presiding officer, and forever after, you are known as **graduates**.)

**Before the ceremony**

**RSVP**

Ensure that you submit the **Application to Graduate** form to Student Services on level 18, or send it to **studentservices@raffles.edu.au**, and make a payment **before** the due date. Any outstanding fees (tuition fees and library fees) need to be paid before the graduation.

**Required Evidence for Name Changes**

If you want to change your name details, please provide certified evidence of your correct name at least 7 days before your graduation ceremony.

You may present original documentation at Student Services, or post us a photocopy certified by Justice of the Peace (JP) or other qualified person.

**Enquiries**

If you have any enquiries about your graduation, please contact us at:

Student Services
99 Mount St
North Sydney, NSW 2060
T +612 9922 4278
F +612 9922 7862
E studentservices@raffles.edu.au

**Graduation in absentia**

If you do not attend the graduation ceremony, your testamur and transcript will be sent by registered post to the address that you indicated in the Application to Graduate Form. Otherwise, if you advise Student Services in advance, you can collect them from the Student Services Department in the week following the graduation ceremony.
ACADEMIC DRESS

The academic dress worn by the staff and graduating students usually consists of four parts: the gown, the hood, the sash and the trencher (or cap). The gowns come from the everyday dress of gentlemen in medieval times in Western Europe, while the hoods are a remnant of the medieval hood still seen in the habits of monks and friars.

The association of academic dress with the clerical garb of the medieval Christian church is not accidental since education in Europe was largely the preserve of the cathedral schools, which gradually evolved into what we now call universities, at Bologna in Italy, Sofia in Bulgaria, Paris in France, Oxford in England and Saragossa in Spain. (Of course there were even older institutions of higher learning in the ancient dynasties of Asia and in the form of the Lyceum in classical Greece)

Academic dress began to be regulated in Paris in 1215 by the statues of the Papal Legate, Robert de Courcon, because Rome had established for itself a permanent role in the organisation of European universities as early as 1179, when the Third Lateran Council issued decrees regulating the emerging universities of Western and Central Europe. Thus the red gowns of cardinals, who were traditionally doctors of divinity, became the gowns of research doctorates in most disciplines, though professional doctorates are often in other colours such as blue, and we see these with some of the staff on today’s stage.

Later, during the fifteenth century colourful facings were added to the hoods to distinguish the academic disciplines of Arts, Theology, Medicine and Law. Today’s colourful academic dress has emerged over recent centuries as more and more fields of study have been added to the curriculum.

There are four pieces of academic dress for graduation: gown, sash, trencher (for degree only) and gold hood (for degree only). The hoods and/or sashes worn by the Raffles College graduates designate the following fields:

Bachelor and Masters Degree: Gold hood

Art and Design: Dark blue sash
Commerce & Design Management: Green sash
Digital Media & Multimedia: Dark purple sash
Fashion Design & Fashion Marketing: Pale blue sash
Graphic Design: Gold sash
Interior Design: Pale purple sash
Photography: Maroon sash
Collection of Academic Dress and tickets
Graduands attending the graduation ceremony need to collect the hired academic dress and ticket(s) between 9:00am and 11:00am on Friday, 21 March at level 18, Raffles College Seminar Room. Raffles staffs are able to assist you in wearing the academic dress. Due to sizing requirements, graduands are the only persons authorized to sign and pick up the academic dress. Friends and family members cannot collect it on your behalf. Sizes are limited, thus we highly recommend for you to come and pick it up early. If you miss picking up the academic dress in the morning, it will be available at the venue, at Sydney Town Hall, between 2:00pm and 2:45pm.

Return of Academic Dress
You need to return the hired academic dress (gown, trencher, hood and sash) within I hour after the ceremony (i.e. before 6:00pm) in the Treasury Room near the Vestibule area. Failure to return any item of the academic dress on time will incur a fee of $100 to be deducted from your credit card or deposit.
On Your Graduation Day

Graduand's Dress Code

- **Men:** Business attire preferred. Must wear a shirt with a collar, tie is optional and business wear (dress) shoes.
- **Women:** Business attire preferred. Ideally a dress, skirt or trousers are suitable. Classic business-style court shoes are appropriate for the occasion. Extremely high-heel stilettos are Work Health and Safety hazards, and are not appropriate for the occasion.

Guests
Ticket(s) that you purchase for guests are not refundable. Additional tickets **cannot** be purchased at the door, but may be purchased at least one day before the graduation day. Please contact Student Services if you are request any additional tickets. Graduands do not require tickets nor do children who will not occupy seat.

Childcare
Childcare is not available. Guests and graduands need to make their own arrangement.

Registration
On arrival, graduands need to register at 2.45 pm at the registration table in the Vestibule area, and be ready by 3PM in the Centennial Hall for rehearsal. **Graduands who arrive after 3:55pm will be too late.** They may be allowed to sit into the hall, but will **not be allowed up on stage.**

Admission and seating
The main doors will be opened for guests about 40 minutes before the start of the ceremony. Guests **need** to bring their tickets and submit them at the registration desk before accessing the main hall.

Graduands’ seats are labeled and you need to seat in the correct seat at least 15 minutes before the ceremony begins. Seating for guests is separate, behind the graduands. There will be ushers to direct guests to the correct seating area.

Drinks and Canapes
Refreshment will be served for you and your guests after the graduation ceremony has ended.

Parking
We highly recommend that you use public transport, otherwise there are several commercial parking stations available around the area. Please see the link and map below:

Summary of the Graduation Day

9.00 - 11.00AM  Pick up academic gowns at Raffles College level 18

2.00 – 2.45PM  If you miss picking up the academic gowns in the morning, pick up your academic gowns in the Treasury Room at Sydney Town Hall. Raffles staff will also able to assist you in wearing the academic gowns

2.30 – 3.00PM  Registration of graduands in the Vestibule area

3.00 – 3.30PM  Rehearsal for all graduands at the Centennial Hall. Graduands to remain seated 15 minutes prior the ceremony.

3.20 – 3.55PM  Doors are opened for guests. Ticket needs to be given to the staff at the door

4.00 – 5.00PM  Graduation ceremony starts. Doors will be closed during the ceremony

5.00 – 6.00PM  Drinks and canapés are served.

Academic dress (gowns, hood, trencher and sash) are returned to the Treasury Room near the Vestibule area.
Graduation Memorabilia

Presentation Portrait

Every graduate is photographed receiving their testamur from the Chair of Raffles College Council. You can preview and order all photographs taken of your graduation moment. You can choose to pre-order and save 25% online from the Graduation Photography website (see link below).

Student Portraits

The photographers are available to take multiple, individual and family portraits on your graduation day, before or after the ceremony. The studio will be located on the right wing, inside the Centennial Hall. To save time, don’t forget to pre-book from the Graduation Photography website.

Graduation Bears

Choose your preferred plush graduation teddy bears wearing graduation robe, hat and yellow sash online, and you can pick it up on the day.

Degree Frame

The degree frame features UV-protected glass and acid free mat board to display your achievement.

If you would like to purchase Presentation Photos, Student Portraits, Graduation Bears and/or a Degree Frame they already available for pre-order and you can save 25%. Please refer to the link below.