Graduand Information

JULY 2019

Your guide to preparing for your conferral ceremony.

GRADUATIONS OFFICE
T  +61 2 6125 8315
E  graduation.officer@anu.edu.au
W  https://www.anu.edu.au/students/graduation
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Follow this guide to ensure that you have everything that you need to graduate!

Use the check boxes at each step to tick off each item as you complete it.

If you have any questions, contact the Graduations Office:

Phone: +61 2 6125 8315
Email: Graduation.Officer@anu.edu.au
Deadlines

**Friday, 14 June**
Deadline to:
> Respond to your invitation  
> Apply to be a student speaker  
> Apply for additional guest tickets  
> Pay any fees and fines  
> Change your name/title to appear on your testamur

**Saturday, 6 July**
You will be notified via ISIS if you are eligible to graduate.

**Wednesday, 10 July**
Optional: Deadline to pre-order hard copy documents (transcript and AHEGS). See Step 8.

Put these on your calendar!

Thursday, 4 July
Semester 1 results released.

Saturday, 6 July & Sunday, 7 July
Check your graduation eligibility status on ISIS.

Monday, 15 July
Collect guest tickets from Melville Hall G51.

Ceremony dates

All ceremonies are held in Llewellyn Hall, ANU.

**Wednesday, 17 July 2019 10.00am**
ANU College of Business & Economics  
All Undergraduate students

**Wednesday, 17 July 2019 2.00pm**
ANU College of Business & Economics  
Research School of Finance, Actuarial Studies and Statistics (RSFAS) Postgraduate and Research students

**Wednesday, 17 July 2019 5.30pm**
ANU College of Business & Economics  
Research School of Management (RSM), Research School of Accounting (RSA), and Research School of Economics (RSE) Postgraduate and Research students

**Thursday, 18 July 2019 10.00am**
ANU College of Arts & Social Sciences

**Thursday, 18 July 2019 2.00pm**
ANU College of Science, and ANU College of Health & Medicine

**Friday, 19 July 2019 10.00am**
ANU College of Law

**Friday, 19 July 2019 2.00pm**
ANU College of Asia and the Pacific, and ANU College of Engineering & Computer Science
Congratulations on your upcoming graduation!

You have received an invitation to your graduation ceremony because you have been ‘approved’ or ‘conditionally approved’ (pending your final semester results) to graduate in July!

**Step 1**

Respond to your invitation.

**When?**

You have until 5pm on Friday, 14 June 2019 to respond to your invitation.

**How?**

To view your allocated ceremony details (including time, date and location) and to respond to your invitation to graduation, please log in to your ISIS account. Instructions on how to access your graduation details and invitation in ISIS can be found on the next page of this guide.

It is important that you respond to your invitation even if you will not be attending a ceremony!

**Guest tickets**

When responding to your invitation you must also indicate how many guest tickets you require. Each student is guaranteed up to two (2) guest tickets, and you can enter a ballot for additional tickets (see Step 6 below).

If you, or any of your guests, have a disability or other requirement for special seating, please advise the Graduations Office prior to Friday, 14 June 2019. We cannot accommodate special requests on the day as all seating is pre-allocated.

Response options:

1. **Attend the ceremony**
   Choose this option if you wish to attend the ceremony.

2. **Graduate in absentia**
   Choose this option if you want to graduate, but you won’t be attending the ceremony. Your testamur will be mailed to you after the ceremony to your mailing address in ISIS.

3. **Defer your graduation**
   Choose this option if you want to defer the conferral of your award for up to 12 months. You will receive another invitation for a ceremony in the future.
How to access your graduation details in ISIS.

Can't log in to ISIS? Click here for assistance.

**STEP 1**
Log in to your ISIS account.
https://isis.anu.edu.au/

**STEP 2**
Click on the 'NavBar' icon.

**STEP 3**
Click on the 'Navigator Toolbar' icon.

**STEP 4**
Click on 'ISIS'.

**STEP 5**
Click on 'Graduation'.

On the 'Graduation' page, you can access:

- **Graduation Details** (includes your current eligibility status, the date and time of your allocated ceremony, and the degree/s to be awarded).
- **Graduation Invitation** (where you can respond to your invitation - refer to Step 1 on the previous page for more information).
If your name is incorrect on your invitation, you must submit a Change of Name, Title or Date of Birth form to student@anu.edu.au. Evidence of name change must be provided to support all changes of name, except correction of minor errors.

The final date to make payments for the July ceremonies is Friday, 14 June 2019, and for the December ceremonies is Friday, 15 November 2019.
If you wish to attend a ceremony please note that the wearing of regalia is mandatory. You will not be able to participate in a ceremony unless you meet this requirement.

Regalia can be hired or purchased from the University’s supplier, Reed Graduation Services. To hire or purchase your Regalia, log in to the online portal by entering your student ID without the “u”.

Interested students are encouraged to nominate to be considered, prior to Friday, 14 June 2019.

Student speakers represent all graduands at the ceremony and present to approximately 1000 graduands, staff, family and friends.

Students are selected to speak on behalf of their fellow graduands at each Conferring of Awards Ceremony.

Student speakers should familiarise themselves with the formalities of a Conferring of Awards Ceremony and are encouraged to watch previous student speakers.
If you would like to be considered for additional guest tickets (in addition to the two that you are guaranteed) you must complete the additional guest ticket application prior to Friday, 14 June 2019.

Each student is guaranteed up to two (2) guest tickets to their ceremony. Additional guest tickets will be allocated by the University closer to the date of the ceremony, subject to availability.

Following the release of semester results, all graduands must check their final eligibility to graduate on ISIS on Saturday, 6 July 2019 for First Semester ceremonies and Saturday, 30 November 2019 for Second Semester ceremonies.
Step 8

Pre-order hard copies of your transcript and/or AHEGS documents.

Your academic transcript is an official breakdown of the courses you completed and the grades you achieved.

Your Australian Higher Education Graduation Statement (AHEGS) is a document that describes your award, the awarding institution and the Australian higher education system.

Your testamur is an official certificate signed by the Chancellor and Vice-Chancellor confirming your award.

All graduating students will receive a digital copy of all three of these documents through My eQuals and a physical copy of their testamur for free.

If you would like physical copies of your transcript or graduation statement you’ll need to pre-order them between 9:00am Saturday 6 July 2019 and 5:00pm Wednesday 10 July 2019. Documents ordered after this deadline will not be processed until the end of the graduation period.

To pre-order your documents please login to ISIS and select:

Main Menu (compass icon) > Navigator > ISIS > Account Details > Miscellaneous Purchases.

Select the current session and then select the documents you would like to order.

Step 9

Organise travel and accommodation.

If you and/or your guests are planning to fly to Canberra to attend a ceremony, ANU recommends arriving the day before the conferral to avoid any delays due to the closure of Canberra airport as a result of inclement weather.

You may also like to plan sightseeing activities around Canberra. The Visit Canberra website offers information of accommodation and things to see and do.
If you have followed this guide and have completed each step, congratulations

you're ready to graduate!

You will receive an email closer to the date of your ceremony (to your ANU email) with important things to know for your graduation day, including arrival times and registering your attendance.

In the meantime, the on-the-day information can be found here: https://www.anu.edu.au/students/graduation/5-graduation-day

Step 10
Collect guest tickets.

All guest tickets can be collected from
Melville Hall G51 on Monday, 15 July 2019
between 9am and 5pm
(recommended), or from the Information Desk at Llewellyn Hall on the day of your ceremony. Guest tickets will not be mailed.

Melville Hall G51
Building #12
12 Ellery Crescent
Canberra ACT 2600

anu.edu.au/maps#show=30145