

FAX: [+612] 9850 6047

30 April 2008

Dear Graduand

We have pleasure inviting you to attend the ceremony for the Conferring of your Degree which will be held in the Grand Ballroom, Grand Hyatt Hotel, Wanchai, Hong Kong on Sunday 6 July 2008 at 11.00 am.

Please ensure that you:

- 1) **Check the details on the Conferring of Degrees Form**, mark any changes on the form and return it to the Graduation Unit, Lincoln Building, Macquarie University 2109, Australia (or fax to +61 2 9850 6047), by **2 June 2008**. Please indicate clearly whether you intend to be formally presented to the Chancellor during the ceremony or whether you wish to graduate *in absentia*. Please note that you must include documentary evidence if you want to add an additional name.
- 2) **Complete the Academic Dress Hire form** and return it with your Conferring of Degrees form if you intend to participate in the ceremony. University policy requires that you must be correctly attired in full academic dress if you wish to be presented to the Chancellor.

Unless you provide advice to the contrary, your testamur will be inscribed as follows:

- For Chinese names, in accordance with Chinese format, ie family-generation-personal name.
- For non-Chinese names, in accordance with Western format, ie personal-middle-family name.

You should arrive at the Grand Hyatt Hotel at approximately **9.45 am attired in your academic dress**. Please proceed to the Ballroom Foyer where you will register for your seat number and 3 guest tickets. If you wish to participate in the ceremony, you must be registered and seated in your designated seat by **10.30 am**. If you arrive late, it will not be possible for you to participate in the formal proceedings.

If you do not attend the ceremony your degree will be conferred *in absentia* (in your absence). We will then post your graduation documents to your current mailing address after the ceremony. You must advise if you wish to have your documents sent to you by regular post or by Special Delivery. It is essential that your mailing details are kept current at all times. We will only post your documents after you have confirmed your postal address details are correct.

You may bring a maximum of three guests (only) to the ceremony. Your guests will need entry tickets for admittance to the Grand Ballroom. Our graduands and their guests will be invited to join University staff for refreshments at the conclusion of the ceremony.

Two free Academic Transcripts will be provided at graduation. All outstanding debts to the University must be discharged before these records will be released.

The Graduation Team look forward to meeting you in Hong Kong in July. Best wishes and congratulations.

Yours sincerely



Paul Bowler
DEPUTY VICE-CHANCELLOR AND REGISTRAR