



AND GLADLY TECHE

MACQUARIE UNIVERSITY

NORTH RYDE NEW SOUTH WALES 2113

TELEPHONE: 887000

TELEGRAMS & CABLES: 'MACQUNIV' NORTH RYDE

IN REPLY PLEASE QUOTE:

Dear Graduand,

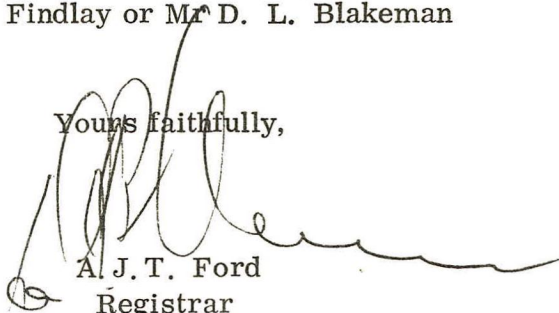
A statement setting out further information about the First Graduation Ceremony to be held on 21 March 1970 is enclosed.

Would you please peruse this statement carefully and ensure that you comply with the requests relating to arrival time and academic dress. You should also ensure that you are familiar with the detailed procedure for the presentation and admission of candidates, which is intended to ensure that the proceedings run smoothly.

It has been possible to provide each graduand with tickets for admission of relatives and friends to the ceremony in the number requested. The tickets which you requested are enclosed. No further admission tickets are now available. Graduands do not require admission tickets but will be directed to seats on arrival.

If you need any further information regarding the ceremony please telephone Mr A. W. Findlay or Mr D. L. Blakeman at the Student Centre.

Yours faithfully,


A. J. T. Ford
Registrar

Encls.



AND GLADLY TECHÉ

MACQUARIE UNIVERSITY

EASTWOOD NEW SOUTH WALES 2122

TELEPHONE: 88 7000

TELEGRAMS & CABLES: 'MACQUNIV' EASTWOOD

IN REPLY PLEASE QUOTE:

16th February, 1970

Dear Graduand,

The ceremony at which your degree will be conferred will be held in the Courtyard Building, E7, at 10.00a.m. on Saturday, 21st March, 1970.

This preliminary information is being provided to enable you to prepare for the occasion.

Would you please:-

- (i) Check the information on the card for inclusion in the Register of Graduates and sign the declaration.

You should check your full name as printed out on the card as this is the form in which your testamur will be inscribed. If any amendment is necessary the desired alteration should be clearly shown. If your name has been changed by marriage or by deed poll from that shown on the card, a copy of the marriage certificate or deed poll should be forwarded.

Would you please notify any future change of address to the Registrar in writing so that the Register of Graduates may be kept up to date.

- (ii) Complete the Careers card which provides information for the Student Employment Service. This information will be regarded as strictly confidential and no individual names or salaries will be divulged.

Provision of the information will enable statistics on the occupations of graduates to be compiled and will provide information of considerable value to industry, government and to the Student Employment Service for careers advice to students.

- (iii) Complete the green form and return it together with the card for inclusion in the Register of Graduates and the Careers card for the Student Employment Service to the Registrar as soon as possible but not later than 25th February, 1970.

CEREMONY ARRANGEMENTS

1. Arrival Time

Graduands are requested to arrive no later than 9.30a.m. and will be required to be seated in the Courtyard by 9.45a.m.

2. Admission Tickets

Tickets for admission of relatives and friends to the ceremony will be forwarded in response to requests submitted by graduands. Normally three tickets will be provided, however, depending upon the numbers attending the ceremony it may be possible to provide more than three. Graduands do not require tickets for admission.

3. Academic Dress

Graduands must wear full academic dress, i.e. gown, cap and hood

and will not be presented unless correctly dressed. Exchange of academic dress at the ceremony will not be permitted. The University has made special arrangements for the manufacture of an initial supply of academic dress for all degrees in accordance with the specifications in the By-laws Chapter XIV. This supply which will be adequate for the ceremony will be available for purchase or hire through the University Union.

Details supplied by the Union are enclosed.

With academic dress it is usual for women to wear a white frock with white gloves, while men wear a dark suit and a dark tie.

Details of the procedure to be followed by graduands at the ceremony will be forwarded to all graduands who indicate their intention of having their degrees conferred at the ceremony. If you need any further information at this stage, please telephone Mr. A.W. Findlay or Mr. D.L. Blakeman at the Student Centre.

Yours faithfully,



 A.J.T. Ford
REGISTRAR