EVENT INFORMATION

Note to all Graduates:

Please do not report later than 12 noon as there will be a compulsory briefing at 12.30pm.

Venue	Ngee Ann Polytechnic Convention Centre
Venue Map	http://www.street-directory.com/ngeeann/
Date	21-Mar-2015
Event Time	02:00 PM
Reporting Time	12:00 PM

(Registration closes on 10-Mar-2015)

1. Instructions to Guests

Please convey the following instructions to your guests:

Guests will be allowed to enter the ceremony hall at 1.30pm and be seated by 1.45pm.

Official photographers will be taking your picture during the conferral of degrees. Please advise that no other photography will be allowed along the aisles during the ceremony. Family members and love ones can take pictures of the graduates from where they are seated.

Guests are requested to switch their mobile phones to silent mode during the ceremony to avoid disturbance.

Young children will be allowed to attend the ceremony on account that someone will be able to take care of them.

Tickets are not required for children below the age of 2.

2. Payment Information

Academic Regalia Fee

Rental Fee & Refundable Deposit:

Graduate Certificate / Diploma - Black gown, hood and Mortar Board

Rental Fee	-	S$30.00 per set
Refundable Deposit	-	S$140.00 per set
Degree - Black gown, hood and Mortar Board
Rental Fee - $30.00 per set
Refundable Deposit - $140.00 per set

Master - Black gown, hood and Mortar Board
Rental Fee - $35.00 per set
Refundable Deposit - $140.00 per set

PhD - Black gown, hood and Bonnet
Rental Fee - $35.00 per set
Refundable Deposit - $140.00 per set

**Academic Regalia Payment Mode**

Payment is to be made on the day of gown collection.

Cash/ Cheque (payable to JOYOUS ASIA EVENTS) only

3. **Gown Collection and Return Information**

**Collection of Academic Gown**

Graduates may select one of the days below for gown collection:

**OPTION 1**

**Date of Collection:** 14 March 2015 (Saturday)

**Venue:** Ngee Ann-Adelaide Education Centre

97 Tank Road

Level 3, Teochew Building

Singapore 238066
Time: 10am to 2pm
Location map: http://naa.edu.sg/contact-us/location-map/

OPTION 2
Date of Collection: 17, 18 or 19 March 2015 (Tuesday to Thursday)

Venue: Joyous Asia Events
No 1 Sims Lane #04-04
ONE Sims Lane
Singapore 387355

Time: 1pm to 7pm
Location map: http://www.joyousasia.com/usr/contactus.aspx

OPTION 3 (STRICTLY FOR OVERSEAS GRADUATES ONLY)
Date of Collection: 20 March 2015 (Friday)

Venue: Joyous Asia Events
No 1 Sims Lane #04-04
ONE Sims Lane
Singapore 387355

Time: 1pm to 7pm
Location map: http://www.joyousasia.com/usr/contactus.aspx
OPTION 4 (STRICLY FOR OVERSEAS GRADUATES ONLY)

Date of Collection: 21 March 2015 (Saturday)

Venue: Ngee Ann Polytechnic Convention Centre
535 Clementi Road
Singapore 599489

Time: 11am to 12:10pm


*Graduates have to submit the online Regalia Hire Confirmation Form via Joyous Asia website by 10 March 2015.

Return of Academic Dress

Graduates may select one of the days below for gown return:

**OPTION 1**

Date of Return: 21 March 2015 (same day after Graduation ceremony)

Venue: Level 1, Ngee Ann Polytechnic Convention Centre

Time: Immediately after Ceremony


**OPTION 2**

Date of Return: 30 or 31 March 2015 (Monday or Tuesday)

Venue: Joyous Asia Events
No 1 Sims Lane #04-04
ONE Sims Lane
Singapore 387355
Time: 1pm to 7pm

Kindly return the academic regalia in good condition. For any damaged/sewed gown, the refundable deposit will be forfeited.

NOTE: Late charges of S$10.00 per day and S$20.00 laundry fee will be chargeable if gowns are not returned after the above dateline.

4. **Frequently Asked Questions**

**About Registration for Attendance**

a. How do I know I am eligible to graduate?

Please refer to your Access Adelaide account.

b. When is the deadline to apply to attend the Graduation ceremony?

Please refer to your Access Adelaide account. Graduates and their guests cannot attend the graduation ceremony if they miss the deadline.

c. Do I need to pay to attend the Ceremony?

No, graduates and their guests can attend the ceremony free of charge.

d. Is there any charges for renting of academic regalia for the ceremony?

Yes.

The total gown rental cost for Graduate Certificate, Graduate Diploma and Bachelor is S$170.00 (including rental fee and refundable deposit).

The total gown rental cost for Master and PhD total gown rental is S$175.00 (including rental fee and refundable deposit).
Ceremony

a. When and where is my Graduation Ceremony?

The University of Adelaide Graduation Ceremony will be held at Ngee Ann Polytechnic Convention Centre.

Address: Ngee Ann Polytechnic
535 Clementi Road,
Singapore 599489

Timing : Ceremony begins at 2.00pm

Location map: http://www.street-directory.com/engeann/

b. When is the registration for the graduates?

Graduates must report not later than 12pm. There will be a compulsory briefing at 12.30pm for all graduates.

c. What time must the guests be seated?

Guests will be allowed to enter ceremony hall at 1.30pm and be seated at 1.45pm.

d. Whom should I contact regarding special seating arrangements?

Graduates and guests who require special seating needs can contact:

The University of Adelaide, Graduation Office
Tel :+61 8 8313 0899
Email: graduations@adelaide.edu.au OR

Ms Elena Yong, Ngee Ann- Adelaide Education Centre
Tel: +65 6738 2910
Email: elenayong@naa.edu.sg
e. Is parking available at the ceremony venue?
Yes, parking lots are available

**Academic Dress/ Invitation Card**

a. Do I need to dry clean the Academic Dress?
No, the Academic Dress will be dry cleaned before being issued to graduates.

b. Can I make alternation of the Academic Dress?
No, you cannot alter the Academic Dress. Joyous Asia will help to give you the best fit, so there is no worry if the gown is not suitable.

c. Can I ask someone to collect the Academic Dress?
Yes, you may authorize someone to collect your Academic dress on your behalf. They will need to provide a letter of authorization from the graduate and a photocopy of the graduate’s photo ID.

d. When must I return the Academic dress?
You must return on the dates as indicated or else there will be a penalty incurred.

e. Is there a dress code for graduates?
All graduates who attend their ceremony must wear the appropriate academic attire - gown, with hood and mortar board or bonnet. It is important to note the gown is open at the front; therefore what you are wearing underneath is visible. Hence we recommend you wear business attire, and comfortable shoes. It is also a good idea to remove jackets and coats before gowning, as the gowns are quite heavy and can cause you to feel warm.

e. When can I collect the guest tickets?
The guest tickets will be distributed together with your academic dress collection.
If you can only collect your academic dress on 21 March 2015 at the Graduation venue, the guest tickets can be collected from the Registration counter at Level 1, Ngee Ann Polytechnic Convention Centre.

f. Can I get more guest tickets?

A fixed number of guest tickets for family and friends will be allocated to each graduate who is attending their graduation presentation ceremony in person. You do not require a ticket for yourself. Please monitor your student email and ACCESS Adelaide after conferral to apply for additional tickets. Due to space restrictions we are unable to meet everyone's request for extra tickets.

Each graduate is allocated 6 guest tickets.

g. Whom can I contact on rental of Academic Regalia and Registration of Attendance and Guest Tickets?

Academic Regalia Queries:
Company: Joyous Asia Events
Address: No 1 Sims Lane, #04-04 ONE Sims Lane S(387355)
Contact No.: +65 6844 7142
Email: enquiry@joyousasia.com

Graduation Ceremony Queries:
The University of Adelaide, Graduation Office
Contact No.: +61 8 8313 0899
Email: graduations@adelaide.edu.au OR
Ms Elena Yong, Ngee Ann- Adelaide Education Centre
Contact No.: +65 6738 2910
Email: elenayong@naa.edu.sg