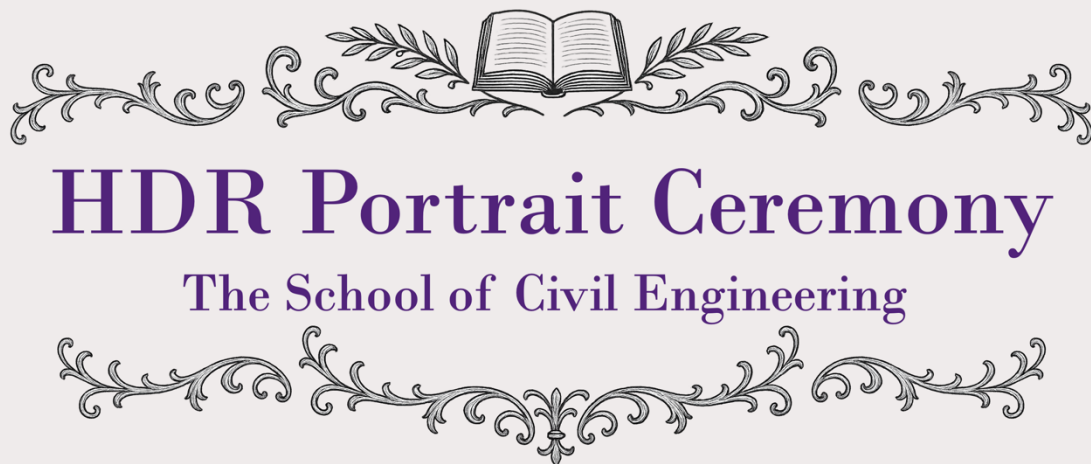




HDR Portrait Ceremony

The School of Civil Engineering offers **Higher Degree by Research (HDR)** candidates (PhD and MPhil) the opportunity to celebrate **the completion of their HDR journey** through a personalised **HDR Portrait Ceremony**.

This **optional, on-demand event** is available to HDR students who have reached the final thesis submission stage. **You are invited to book a session** if you wish to take part—ceremonies are not scheduled automatically.

Once you have booked, the School will:

1. **announce the ceremony** to the School community,
2. prepare a **congratulatory plaque**, and
3. set up a **formal School banner** in front of the main office, AEB Level 5.

The ceremony provides a moment to **take formal photos with your supervisors and colleagues** and to share your achievement with the broader School community. Each ceremony runs for **30 minutes** and is designed to create lasting memories in a space that has been part of your day-to-day HDR life.

Eligibility

To participate, candidates must have:

- Successfully **passed their HDR thesis examination** (i.e. the outcome is not a *fail*);
- Received **Chair of Examiners' approval of their corrected thesis**, which normally occurs just before the Dean of the Graduate School confirms that your degree requirements are met; and
- Confirmed the **availability of their advisory team** (at least one advisor, principal or associate, must attend).

How to Apply

1. **Check available ceremony times** via the following **HDR Portrait Ceremony Microsoft Bookings** page:
<https://outlook.office.com/book/CIVILHDRCeremonies@uq.onmicrosoft.com/?i=msaljsauthenabled>
 - Bookings must be made **at least one month** in advance to allow time to order your plaque and prepare the event.
 - The Microsoft Bookings page shows available ceremony times from **1 month in advance up to a maximum of 3 months ahead**.
2. **Confirm the availability** of your advisory team.
3. **Prepare proof of Chair approval**, e.g. a screenshot of email notification or your HDR dashboard page (candidature history) showing the approval event and time.
4. **Complete the HDR Portrait Ceremony Eligibility & Confirmation Form**:
<https://forms.office.com/r/77T6w2r5N4>
 - You will be asked to upload proof of Chair approval in the form.
5. After submitting the form, **book your preferred time slot** via the **HDR Portrait Ceremony Microsoft Bookings** page:
<https://outlook.office.com/book/CIVILHDRCeremonies@uq.onmicrosoft.com/?i=msaljsauthenabled>
 - **Add the email address of the advisor(s) attending the ceremony** in the “**Guest email(s)**” field so they receive the confirmation and calendar invite.
6. Once both the **form and booking request** have been submitted, they will be sent to the **Director of Higher Degree by Research (DHDR)**, who will initiate the ceremony arrangements and announce the event to the School community.

Timeline

- Bookings must be made **at least one month before your intended ceremony date** to allow time for preparation of the plaque and event arrangements.
- The Microsoft Bookings page shows available ceremony times **from 1 month in advance up to a maximum of 3 months ahead**.
- You can book a ceremony once **the Chair of Examiners approves your corrected thesis**, which normally occurs just before the Dean of the Graduate School confirms that your degree requirements are met.
- The **conferral process** generally occurs within 10 days of receiving notification from the Graduate School that you have met degree requirements.
- By the time of the ceremony, you are expected to have had **your degree formally conferred by the University** (PhD candidates may then rightfully call themselves “Doctor”).

Cancellation / Rescheduling

- If you need to **cancel or reschedule immediately after booking**, use the link in your **Microsoft Bookings confirmation email**. This will update your booking and notify your advisor guests automatically.
- If you need to **make a change at a later date, after the ceremony has been formally announced to the School**, please directly **contact the DHDR** (dhdr@civil.uq.edu.au) to request cancellation or alternative arrangements.