



2013 AUGUST/SEPTEMBER GRADUATION CEREMONIES

Information for Graduands and Guests

Thank you for applying to attend the graduation ceremonies, we look forward to welcoming you in August/September 2013.

This information sheet will provide you and your guests with details of what to expect on the day of your ceremony. We recommend you read this information and also keep it for future reference to help you plan your day.

If you have any questions please contact the Student Advisory and Events Services Team on + 44 (0)20 7679 3568/2051 or email grad_ceremonies@ucl.ac.uk

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Venues and Access

Before your ceremony graduands are asked to collect academic dress and tickets from the marquee in the front quad at UCL on the Gower Street campus. You can also purchase UCL merchandise, DVD's and graduation photography here after the ceremony.

The ceremony will take place in a bespoke temporary structure in Bedford Square Garden, a 10 minute walk from the main Gower Street campus.

For more details about the layout of UCL's Graduation Ceremony venues please refer to our website www.ucl.ac.uk/graduation/venues. We have produced *Venue* and *Access* guides, available to download from our website, which should assist you in planning your ceremony day.

As the graduation ceremony and reception venues are located in the heart of London they are well served by all means of public transport. We strongly advise you to use public transport and to use the journey planner on the Transport for London website www.tfl.gov.uk to help you find the best route.

Academic Dress

Academic dress is compulsory for all graduands and must be pre-ordered. All orders can be placed online at www.wippellgownhire.co.uk. The deadline to order your robe is **19 August 2013**. If you are unable to find the information you require on this website please contact J. Wippell & Co. Ltd directly on +44 (0)1392 254 234.

You collect your robe order on the day of your ceremony from the J. Wippell & Co. Ltd desk located in the marquee in the front quad at the UCL campus on Gower Street.

Academic dress will be available from 7.45am for morning ceremonies, 12noon for afternoon ceremonies and 4pm for evening ceremonies. Due to space restrictions only graduands will be permitted to enter the robing area.

- All robes need to be returned to the Council Room, Ground Floor, South Wing, UCL
- If your ceremony begins at 10.45am or 2.45pm your robes need to be returned by 7pm
- If your ceremony begins at 6.45pm you must return your robes by 10pm
- If you are attending a ceremony on 6 September at 10.45am you need to return your robes by 3pm

Photography

UCL's appointed graduation photographers offer two styles of photography, the 'Tempest Classic Service' and 'Studio b3'. The 'Tempest Classic Service' offers traditional graduation portrait photography while 'Studio b3' offers a more bespoke and personalised service with more studio time and the choice of colour or black and white photographs.

Before the ceremony

Both styles of photography are available by appointment only before your graduation ceremony at the Gower Street campus. We strongly recommend that you pre-book an appointment if you are in a group of 4 or more as the photographers may not be able to accommodate large groups after the ceremony. By having photographs taken before the ceremony you will also have more time to enjoy your reception.

After the ceremony

The Tempest Classic Service is available after your ceremony. It is not possible to pre-book appointments for this period and so you will need to leave sufficient time to have photographs taken during your reception.

Tempest Classic

The service offers conventional photography and will take place in a studio against a standard backdrop. This style of photography will be traditional and can involve both graduands and their guests.

Studio b3

This is a bespoke service which will provide contemporary photography in a darkened studio with customised lighting. 'Studio b3' will offer graduands and their guests a personalised service with more studio time and a range of hand-crafted frames. To complete these bespoke frames graduands will be offered the choice of black and white or colour photographs, and black and white overlays. This is by pre-arranged appointment only.

In all studios the photographer will take portrait style shots of you on your own or with a group and will then produce proofs so that you can see what your final photographs will look like. Once you have chosen your preferred image/images make your way to the sales desk where you can choose the photography package that you would like to purchase. If you wish to have a large group shot (more than six people) please contact us so that we are able to make provision for this.

Booking an appointment

To book a pre-ceremony appointment for either photography style please email the Student Advisory and Events Services Team at grad_ceremonies@ucl.ac.uk with your full name, ceremony date and time, student number and whether you would like the 'Tempest Classic' or 'Studio b3' style of photography. We will send you a booking form to complete and return.

These appointments are allocated on a first come first served basis, according to availability. Terms and conditions apply for this service and are listed on the booking form, please read them carefully before booking.

To **find out more** about the photography available at the 2013 Graduation Ceremonies please refer to the H Tempest Ltd website, www.tempest-graduations.co.uk. Please ensure you have looked at the site before making a style choice or booking an appointment. If you have any questions regarding styles or packages please contact H Tempest's Customer Service representatives on + 44 (0)1736 752 411 or email graduation-photographs@htempest.co.uk.

Pre-ceremony Activities – UCL Campus, Gower Street

The graduation services based in the front quad, UCL are:

- Robe Collection (*J. Wippell & Co. Ltd*)
- UCL Graduand Registration and Ticket/Wristband Collection
- UCL Graduation Ceremonies Information Desk
- UCL Merchandise (*Sense Business Development*)
- Photography Sales (*H. Tempest Ltd*)
- UCL graduation rings and personalised jewellery (*Eva London*)

Arrival, Robing & Registration

On the day of the ceremony graduands should first make their way to the UCL campus on Gower Street to collect academic dress. Once they have robed they should then register for their ceremony.

Please make your way to the main gate at the Euston Road end of Gower Street and enter the front quad where you will be directed to the locations for robe collection and registration.

UCL's Gower Street campus is a short distance from Euston Square, Tottenham Court Road, Goodge Street and Warren Street underground stations. Euston mainline station is approximately a 5-10 minute walk away and Kings Cross/St Pancras mainline stations are approximately a 15-20 minute walk away.

Graduands

We advise you arrive at least 90 minutes before the start of your ceremony. Please note the registration desk will close 30 minutes before the start time of your ceremony, graduands arriving after this time will not be admitted to the ceremony.

1. Upon arriving at the UCL campus on Gower Street please collect your robe from J. Wippell & Co. Ltd. You will be directed to the locations for robe collection. You will need your gown hire confirmation email. See page 3 for more details.
2. Once you have collected your gown please register and collect your tickets at the UCL Graduand Registration Desk. Please ensure you have your student I.D or another form of photo I.D to register. All graduands are required to register in order to take part.

At registration you will be given an envelope containing:

- Your graduation ceremony ticket
 - Your guest tickets (if you have purchased any)
 - A card with your name on – to give to the Dean when you go onto the stage
 - Wristbands for you and your guests for your reception after the ceremony.
Wristbands must be worn to gain entry into the receptions.
3. Registration will close 30 minutes before the start of the ceremony so it is important that you leave plenty of time to do this. If you do not register your name will be removed from the presentation script and you will not be presented at the graduation ceremony.
 4. Once you have collected your gown and registered you can then make your way to Bedford Square Garden to the ceremony venue. You will return to the UCL campus after the ceremony for the celebratory reception, graduation photography and robe return.

The Graduation Ceremony

The Graduation Ceremony Venue

Bedford Square Garden is located a short walk (approximately 10 minutes) from UCL's Gower Street campus. **The ceremony venue is located within the garden.** The address is Bedford Square Garden, Bedford Square, Camden, London, WC1B.

The easiest way to get to Bedford Square Garden from the front quad at UCL is to turn left out of the main gates at UCL, follow Gower Street down (heading south) until it becomes Bedford Square, you will see Bedford Square Garden on your right. As Gower Street is a very busy road please ensure you use the pedestrian crossings to cross the road to get to the venue.

Please enter the garden using the gate located halfway along the northern side of the square. Once inside the garden the ceremony venue entrance will be directly in front of you. Stewards will guide you to your seats within the venue.

The doors to the ceremony venue will open at 9.45am for morning ceremonies, 1.45pm for afternoon ceremonies and 5.45pm for evening ceremonies. There is no covered waiting area within Bedford Square Garden.

Graduands

- You must be seated in the ceremony venue by:
10.15am for morning ceremonies
2.15pm for afternoon ceremonies
6.15pm for evening ceremonies
- You will be asked to show your name card, ticket and wristband to gain entry to the ceremony venue.
- To ensure you are presented in the correct order it is important that you remain in your allocated seat at all times.

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Guests

- You must be seated in the ceremony venue by:
10.30am for morning ceremonies
2.30pm for afternoon ceremonies
6.30pm for evening ceremonies
- You will be asked to show your ticket and wristband to gain entry to the ceremony venue. (All tickets and wristbands are issued to the graduand at registration).
- The ceremony will last approximately 90 minutes and you are asked to kindly remain in the ceremony venue for the entire ceremony to avoid disturbing the other guests.

What Happens During The Ceremony?

The ceremony will begin promptly at 10.45am/2.45pm/6.45pm. Please ensure you switch off all mobile phones and pagers.

The ceremony will begin with a brief musical recital followed by a presentation to welcome graduands to UCL's Alumni community. The audience will then be invited to stand as the Academic Procession enters the ceremony venue and processes onto the stage. The Presiding Officer will then formally address the audience to open the presentations.

After the opening address, the Dean will invite graduands for presentation in the prescribed order. A member of the Student Advisory and Events Services Team will lead graduands to the front of the stage at the appropriate time.

When going on to the stage Graduands please remember:

- to have with you the name card you were given at registration
- to leave your hat under your chair as these are not worn on stage

A member of staff will guide each graduand and tell them when to go on stage to be presented. Once on the stage the graduand will give their name card to the Dean who will announce their first and last name. The graduand will then walk across the stage where the Presiding Officer will congratulate them with a handshake. They will then be guided back to their seat via the rear of the ceremony venue.

Important Reminders:

- There is no cloakroom at either venue and you are therefore encouraged not to bring large bags with you.
- The doors to the ceremony venue will open at **9.45am/1.45pm/5.45pm**
- Graduands and guests sit separately.
- Graduands must be seated by **10.15am/2.15pm/6.15pm**
- Guests must be seated by **10.30am/2.30pm/6.30pm**
- There will be no entry to the venue after **10.45am/2.45pm/6.45pm**
- UCL reserves the right to refuse admission or re-admission to any graduand or guest.
- Graduation ceremonies are recommended for children aged 10 years and over as they are long, formal occasions. Children over the age of 5 must be accompanied by an adult. We regret **children and babies under 5 years of age will not be admitted entry to the graduation ceremony venue**. Everyone attending the graduation ceremonies, including children, must have their own ticket. There are no concessionary prices.

After the Ceremony (UCL Campus, Gower Street)

Following a closing speech the Academic Procession will leave the ceremony venue followed by the new graduates. Guests exit after the academic and graduate procession has left the ceremony venue and should then make their way out of the garden and back to the UCL Gower Street campus front quad to meet up with the graduates. Please arrange to meet family and supporters in the front quad at UCL and not outside the garden and return to UCL via the Gower Street gate.

A map is on the reverse of your ticket to assist you. Once your party has found each other please make your way into your reception.

Graduation services based at UCL:

- Tempest Classic and Premium Photography Services (*H Tempest Ltd*)
- Robe Return (*J. Wippell & Co. Ltd*)
- UCL Merchandise (*Sense Business Development, Eva London, UCL Shop*)

The Receptions

At the reception you will be served a variety of alcoholic and non-alcoholic drinks and a selection of light canapés. We do try to provide a menu that is simple and as inclusive as possible. Waiting staff can assist you with your selections.

There are three reception venues all based in the Main Wilkins Building, North Cloisters, South Cloisters and JBR. The receptions are ticketed events; you will not be permitted to enter without an official wristband. Wristbands are issued to graduands with their tickets at registration. The colour of the wristband will denote your reception venue. The envelope containing the tickets and wristbands will also confirm your reception venue.

We would ask that you remain in your venue as canapés and drinks are based on specific numbers for each venue.

There will be live music at each of the reception venues.

DVDs and Merchandise

Merchandise and DVDs can be purchased from the sales desk located in the marquee in the front quad, at the UCL campus on Gower Street.

DVDs and handshake photographs

Graduation Day DVDs will be available for you to buy and take away on the day of your ceremony. In addition to the DVD you can purchase a 'Centre-Stage' photograph capturing the moment you are presented.

Personalised Mementoes and T-Shirts

Personalised limited edition prints and other merchandise will be on sale at the merchandise sales point on the day of your ceremony. You will also be able to collect pre-ordered items from these sales points.

T-shirts will display the UCL logo on the front and the names of the graduates presented at your ceremony on the reverse. A limited number of T-shirts will be available on the day but orders can also be taken on-line in advance.

Eva London UCL Graduation Rings

Eva & Eva provide the official UCL graduation rings and personalised jewellery as a lasting gift to commemorate graduation and your time at University. To pre-order your graduation ring please visit www.evalondon.com/ucl or call + 44 (0)20 7148 7060.

UCL Shop

The UCL Shop sells a variety of items from snacks and drinks to UCL branded teddy bears, ties, T-shirts, fleeces, and scarves.

The UCL Shop is located in the basement of the Wilkins Building. From the **South Cloisters**, follow the corridor round to the right, turn left at the swing doors and go down the stairs. From the **South Junction** entrance, go through the pair of double doors and turn left.

Further information about merchandise (including opening times and how to order items) can be found on our website www.ucl.ac.uk/graduation/merchandise/.

Cancellations and Refunds

The deadline for a refund for any of your tickets was 4pm (BST) 07 June 2013.

If you have purchased graduation ceremony tickets but are no longer able to attend please complete the 'Cancellation of Attendance' form available to download from our website. We are unfortunately no longer able to refund any tickets cancelled.

Degree Certificates

UCL does not present degree certificates at the graduation ceremonies. All certificates are posted to you within six months of the date of your award. If you have not received your certificate and it has been longer than six months please contact the office responsible for producing your certificate using the contact details below:

UCL Degree

If you are awarded a **UCL degree** and you have a query regarding your degree certificate please contact the **UCL Examinations Team**:

Email: examinations@ucl.ac.uk

Tel: +44 (0)20 7679 2038

Fax: +44 (0)20 7679 7920

University of London Degree

If you are awarded a **University of London degree** and you have a query regarding your degree certificate please contact the **University of London Diploma Production and Despatch Office**:

Email: diploma.enquiries@lon.ac.uk

Tel: +44 (0)20 7862 8000

Fax: +44 (0)20 7862 8287

To guarantee you receive your certificate it is essential you keep your address details up to date on your student record using PORTICO or, if you no longer have access to PORTICO, by emailing any changes to studentrecords@ucl.ac.uk

Checklist for your Graduation Day

- ✓ Student I.D or another form of photo I.D
 - ✓ E-mail confirming your gown hire order
 - ✓ Hair grips for securing mortar board and safety pins for securing your hood
 - ✓ Water
 - ✓ Camera
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Planning Your Day (a suggested schedule)

You are strongly advised to plan your day so as to allow yourself sufficient time to enjoy all aspects of your graduation.

	For 10.45am ceremony	For 2.45pm ceremony	For 6.45pm ceremony
Collect robes from the J. Wippell & Co. Ltd desk, marquee in the front quad, UCL Campus, Gower Street (ensure that you have ordered these in advance from the robe hire company).	7.45am - 10am	12pm - 2pm	4pm - 6pm
Graduands must collect their tickets and register at the Registration Desk, marquee in the front quad, UCL Campus, Gower Street.	7.45am - 10am	12pm - 2pm	4pm - 6pm
Ceremony venue doors open.	9.45am	1.45pm	5.45pm
Graduands take their seats in the ceremony venue.	To be seated by 10.15am	To be seated by 2.15pm	To be seated by 6.15pm
Guests take their seats in the ceremony venue.	To be seated by 10.30am	To be seated by 2.30pm	To be seated by 6.30pm
Graduation Ceremony	10.45am - 12.30pm (approx.)	2.45pm - 4.30pm (approx.)	6.45pm - 8.30pm (approx.)
Reception in the South Cloisters, North Cloisters or JBR on the UCL Campus, Gower Street.	Make your way to your reception where drinks will be served for 2 hours immediately after the ceremony	Make your way to your reception where drinks will be served for 2 hours immediately after the ceremony	Make your way to your reception where drinks will be served for 2 hours immediately after the ceremony
If you have not booked a pre-ceremony photograph have your photograph taken by the professional photographers in studios located on the UCL Campus, Gower Street.	12.30pm - 2.30pm	4.30pm - 6.30pm	8.30pm - 10pm
Return robes to the Council Room, Ground Floor, South Wing, UCL *6 September Graduation Ceremony	Return by 7pm *Return by 3pm	Return by 7pm	Return by 10pm
Meet with your family and friends and enjoy a meal at one of the many restaurants or cafes within close proximity to UCL.	Enjoy lunch after the ceremony and reception 3pm (approx.)	Enjoy an evening meal after the ceremony and reception 7pm (approx.)	Enjoy a meal before the ceremony and reception

If you have any queries or would like further information please do contact us and we will be pleased to help or advise you. You can contact us by email at grad_ceremonies@ucl.ac.uk or telephone 020 7679 2051/3568. We do recommend you also take some time to look at our website www.ucl.ac.uk/graduation.

We hope you thoroughly enjoy your special day and take away with you many happy memories of UCL.

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