



## **AUGUST/SEPTEMBER 2014 GRADUATION CEREMONIES**

### **Information for Graduands and Guests**

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#### **Confirmation of Attendance and Visa Applications**

Thank you for applying to attend the 2014 UCL Graduation Ceremonies. We are looking forward to meeting you and your guests in August/September. Your 'confirmation' letter (sent to you in May 2014) confirmed the date and time of your graduation ceremony as well as the number of guest tickets you were allocated. These details will not change; you are free to plan your day!

#### ***What do I need to do now?***

- Keep your 'contact' postal and email addresses up to date on Portico.
- Order your academic robes before 18 August 2014.
- If applicable, apply for the appropriate visa.
- Ensure you advise us of any seating or access requirements for you or your guests.
- Read the information contained in this document and keep it safe for reference later.

#### ***Visas***

If you or your guests are travelling from outside the EU to attend a UCL graduation ceremony, you may need a visa to enter the UK. If your student visa has expired and you have left the UK, you will need to apply for a general visitor visa. The confirmation letter you received in May confirms the date and time of your graduation ceremony and the number of guest tickets you have been allocated. It can be used to support your visa applications.

Please note that UCL is unable to provide any kind of additional invitation letter or any document naming guests to support visa application(s).

We strongly advise all graduands and guests to read through our guidance document and consult the relevant pages of the UK Visa and Immigration website before applying for their visa. Further information can be found on our website [www.ucl.ac.uk/graduation](http://www.ucl.ac.uk/graduation).

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### **Introduction and Notes on Locations of Services**

Your graduation ceremony and reception will be held in a purpose built structure in **Bedford Square Garden**. Pre-ceremony activities (academic robe collection, registration, photography, merchandise and other services) will be based at **Senate House, Malet Street, WC1E 7HU**.

A light canapé and drinks reception will be held immediately after the graduation ceremony in Bedford Square Garden. Your ticket and reception wristband allows entry to the event.

#### ***Locations of services within Senate House***

- Information Desk (additional ticket payment/collection) – Crush Hall  
**(Open 7.45am – 6.30pm)**
- ‘Tempest Classic Service’ Graduation Photography (*H Tempest Ltd*) – Beveridge Hall  
**(Open 7.45am – 10am, 12pm – 2pm, 4pm – 6pm)**
- Photography product display & payment area (*H Tempest Ltd*) – Macmillan Hall  
**(Open 7.45am – 6.30pm)**
- Merchandise/DVDs (First Class Honours, Eva London, UCL College Shop) – Macmillan Hall  
**(Open 7.45am – 6.30pm)**
- Alumni – Macmillan Hall  
**(Open 7.45am – 6pm)**
- Robe Collection and Robing (*J Wippell & Co. Ltd*) – Chancellor’s Hall  
**(Open 7.45am – 10am, 12pm – 2pm, 4pm – 6pm)**
- Registration – Chancellor’s Hall  
**(Open 7.45am – 10am, 12pm – 2pm, 4pm – 6pm)**
- ‘Studio b3’ Graduation Photography (*H Tempest Ltd*) – Athlone Room (Room 102)  
**(Open 7.45am – 10am, 12pm – 2pm, 4pm – 6pm)**

For more details about the building, facilities and layout please refer to the downloadable ‘Venue Guide’ document available on our website: [www.ucl.ac.uk/graduation/venues](http://www.ucl.ac.uk/graduation/venues).

#### **Access**

You should have indicated on your application whether you or your guest(s) will be attending your graduation ceremony in a wheelchair or contacted us about specific seating requirements. If you have not done this, or your circumstances have changed, please email us as soon as possible at [grad\\_ceremonies@ucl.ac.uk](mailto:grad_ceremonies@ucl.ac.uk).

The ‘Access Guide’ is available to download from our website at [www.ucl.ac.uk/graduation/access](http://www.ucl.ac.uk/graduation/access) and is designed to assist with the smooth running of your day by highlighting all accessible routes and facilities around Senate House and Bedford Square Garden.

## **Cancellations, Refunds and Additional Tickets**

The deadline has now passed to apply for a refund of graduation ceremonies tickets. If you can no longer attend the ceremonies please email **[grad\\_ceremonies@ucl.ac.uk](mailto:grad_ceremonies@ucl.ac.uk)**.

Where there is space we will continue to accept requests for additional guest tickets. Please email **[grad\\_ceremonies@ucl.ac.uk](mailto:grad_ceremonies@ucl.ac.uk)** to check availability. Additional guest tickets will be sold on a first come, first served basis.

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## **Arrival, Registration & Ticket Collection**

Your tickets will be available to collect on the day of your ceremony. At registration you will be presented with an envelope containing the tickets and wristbands for you and your guests.

### ***Graduand Arrival***

We advise you to arrive 2 hours before the start of your ceremony to allow time to complete the pre-ceremony activities and have professional photographs taken.

1. Upon arriving at Senate House please collect your robe from J Wippell & Co. Ltd located in the Chancellor's Hall, First Floor. See page 5 for more details.
2. Once you have collected your robe please register and collect your tickets at the Registration Desk also located in the Chancellor's Hall. Please ensure you have your student I.D or another form of photo I.D to register. **ALL GRADUANDS MUST REGISTER.**

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
- ✓ Event wristbands for you and your guests.

If you do not register you will be removed from the Dean's script and will not have your name announced or be presented at the ceremony.

3. Please do not bring large bags with you as we do not have cloakroom facilities at Senate House or Bedford Square Garden.
4. After you have registered, if you would like graduation photographs taken, make your way down to the photography studios located in the Beveridge Hall. See page 5 for more details.
5. You must be seated in the ceremony venue in Bedford Square Garden by:  
**10.15am for the morning ceremony**  
**2.15pm for the afternoon ceremony**  
**6.15pm for the evening ceremony**
6. All tickets have a map on the reverse showing the route from Senate House to Bedford Square Garden.
7. You will be asked to show your name card, ticket and reception wristband to gain entry to Bedford Square Garden.

To ensure you process onto the stage in the correct order it is important that you remain in your allocated seat.

### ***Guest Arrival***

- You must be seated in the ceremony venue in Bedford Square Garden by:  
**10.30am for the morning ceremony**  
**2.30pm for the afternoon ceremony**  
**6.30pm for the evening ceremony**
- You will be asked to show your ticket and event wristband to gain entry to Bedford Square Garden.
- There are no cloakroom facilities at either Senate House or Bedford Square Garden; therefore you are encouraged not to bring large bags or suitcases with you.
- There is a strict No Smoking policy in Bedford Square Garden.

All tickets and reception wristbands are issued to the graduand at registration. Each ticket will have a map on the reverse with directions to Bedford Square Garden from Senate House.

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### **The Ceremony**

- The doors to the auditorium will open at 9.45am/1.45pm/5.45pm
- 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 ceremony venue after 10.45am/2.45pm/6.45pm

### ***What happens during the graduation ceremony?***

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

There will be a brief UCL Alumni presentation. Following this the audience is asked to stand as the Academic Procession enters the auditorium and processes onto the stage. The Provost/Vice-Provost will then formally welcome the audience.

Once the Provost/Vice-Provost has finished the opening address the presentation of graduands will begin. Graduands will be announced in the prescribed order. A member of the staff will lead graduands to the front of the stage at the appropriate time.

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 to the 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 Provost/Vice-Provost will congratulate them with a handshake. They will then be guided back to their seat via the rear of the auditorium.

Once the ceremony has finished the graduates will be asked to join the Academic Procession to process out of the auditorium. We ask guests to wait until all of the graduates have left the auditorium until they leave.

The ceremony will last approximately 2 hours and you are asked to remain in the auditorium for the entire ceremony to avoid disturbing other guests or disrupting the ceremony proceedings.

### ***Notes:***

- Graduands and guests sit separately.
- Unauthorised filming of the graduation ceremony is not permitted.

- Please do not use flash photography during the ceremony.
- UCL reserves the right to refuse admission or re-admission to any graduand or guest to any part of the event.
- The Graduation ceremony and reception events 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. **Children under 5 years of age and babies will not be allowed to attend the graduation and reception event.**
- Everyone attending the graduation ceremonies, including children, must have their own ticket.

### **Late Arrivals**

Late graduands will not be presented once the ceremony has begun.

Every effort will be made to admit guests who are late as soon as a suitable opportunity occurs, but this might only be possible if seating is available at the back of the venue. Admission is not guaranteed.

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### **The Receptions**

Following the graduation ceremony, graduates and guests will be asked to make their way into the garden where drinks and canapés will be served.

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

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### **Academic Robe Hire**

Academic dress is mandatory at UCL's Graduation Ceremonies. It is your responsibility to order the appropriate academic dress from UCL's appointed supplier, J. Wippell & Co Ltd. The easiest way to hire or buy your academic dress is online at [www.wippellgownhire.co.uk](http://www.wippellgownhire.co.uk). The academic dress hire fee for all degrees is **£42.00**.

All orders must be placed before midnight on **18 August 2014**. If you are unable to order online please contact J. Wippell & Co Ltd. on +44 (0)1392 254234 and they will post you an order form which allows payment by cheque or postal order ONLY.

When you place an order you will need to provide the following information:

- Head circumference (details of how to measure your head are on the J. Wippell website).
- Chest and height measurements.
- Date and time of your ceremony.
- Qualification.
- Awarding institution (UCL or University of London). This information can be found on Portico in 'My Graduation' on the ticket application summary screen or by emailing [grad\\_ceremonies@ucl.ac.uk](mailto:grad_ceremonies@ucl.ac.uk).

If you order academic robes through J Wippell & Co. Ltd, you can collect your order on the day of your ceremony from the Chancellor's Hall located on the First Floor of Senate House. Academic robes will be available for collection from 7.45am for the morning ceremony and 12pm for the afternoon ceremony and 4pm for the evening ceremony. Due to space restrictions only graduands will be permitted to enter the robing area.

**Your academic robes can be returned to the robe return area in Bedford Square Garden during your reception.**

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## **Photography**

Photography services are available **before** the ceremonies. If you would like to have photographs taken in the professional studios, to avoid disappointment, you should arrive with enough time to robe, register and have photographs taken. The studios will close 30 minutes before the ceremony begins.

The photography studios will be located at Senate House in the **Beveridge Hall** for the **Tempest Classic Service** and the **Althone Room** for the **'Studio b3'** service.

### ***Tempest Classic Service***

The service offers conventional photography and will take place in a studio against a standard backdrop. This style of photography is traditional. These studios are located in the Beveridge Hall (Level 2) and will be open from 7.45am for the morning ceremony and 12pm for the afternoon ceremony and 4pm for the evening ceremony. As there are a large number of these studios you do not need to book in advance for this service, you simply queue on the day.

### ***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 & white overlays.

'Studio b3' will be located in the Althone Room and is by pre-arranged appointment only. Please email the Student Support and Events Team at **[grad\\_ceremonies@ucl.ac.uk](mailto:grad_ceremonies@ucl.ac.uk)** to book an appointment. 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.

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 you can make your way to the sales desk where you can choose the photography package that you would like to purchase.

Please go to the H Tempest website to view the different styles and packages available, **[www.tempest-graduations.co.uk](http://www.tempest-graduations.co.uk)**.

If you have any questions about photography styles please contact H Tempest on +44 (0)1736 752 411 or email **[graduation-photographs@htempest.co.uk](mailto:graduation-photographs@htempest.co.uk)**.

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## **DVDs and Merchandise**

There is a wide range of UCL merchandise which can be purchased either in advance or on the day of your graduation ceremony. Please go to our website **[www.ucl.ac.uk/graduation/merchandise](http://www.ucl.ac.uk/graduation/merchandise)** for product and contact information.

On the day of your graduation ceremony we will have a 'Marketplace' located in the Macmillan Hall, at Senate House. Here you will be able to purchase merchandise and DVDs.

### ***DVDs and handshake pictures***

Graduation 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 online 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.

### ***UCL Shop***

The UCL Shop will have a stand in the 'Marketplace' selling a variety of UCL-branded teddy bears, ties, T-shirts, fleeces, and scarves.

Further information about merchandise, including how to order items, can be found on our website [www.ucl.ac.uk/graduation/merchandise](http://www.ucl.ac.uk/graduation/merchandise).

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## **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 have been awarded a **UCL degree** and you have a query regarding your degree certificate please contact the **UCL Examinations Team** by email at [examinations@ucl.ac.uk](mailto:examinations@ucl.ac.uk) or call +44 (0)20 7679 2038.

### **University of London Degree**

If you have been 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** by email at [diploma.enquiries@lon.ac.uk](mailto:diploma.enquiries@lon.ac.uk).

To guarantee you receive your certificate, it is essential you keep your 'contact' and 'home' 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](mailto:studentrecords@ucl.ac.uk).

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## **Checklist for your Graduation Day**

- ✓ Student I.D or another form of photo I.D
- ✓ E-mail confirming your academic robe hire order
- ✓ Hair grips for securing mortar board
- ✓ Safety pins for securing your hood
- ✓ Water
- ✓ If you have new shoes, ensure you have worn them before the ceremony to avoid blisters (bring plasters just in case!)
- ✓ Mobile phone for exchanging email addresses and phone numbers with friends
- ✓ Camera (please, no filming or flash photography during the ceremony)

### **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.

	<b>For 10.45am ceremony</b>	<b>For 2.45pm ceremony</b>	<b>For 6.45pm ceremony</b>
<b>Collect academic robes</b> from J. Wippell & Co. Ltd, in the Chancellor's Hall, Senate House (ensure that you have ordered this in advance)	Open from 7.45am – 10am	Open from 12pm – 2pm	Open from 4pm – 6pm
<b>Graduands must collect their tickets and register</b> in the Chancellor's Hall, Senate House	Open from 7.45am – 10am	Open from 12pm – 2pm	Open from 4pm – 6pm
<b>Have your photograph taken</b> by the professional photographers in the Beveridge Hall or Althone Room. Remember to book 'Studio b3' in advance	Open from 7.45am – 10am	Open from 12pm – 2pm	Open from 4pm – 6pm
<b>Graduands take their seats</b> in the ceremony venue in Bedford Square Garden	To be seated by 10.15am	To be seated by 2.15pm	To be seated by 6.15pm
<b>Guests take their seats</b> in the ceremony venue in Bedford Square Garden	To be seated by 10.30am	To be seated by 2.30pm	To be seated by 6.30pm
<b>Graduation Ceremony</b>	Running time 10.45am – 12.15pm (approx.)	Running time 2.45pm – 4.15pm (approx.)	Running time 6.45pm – 8.15pm (approx.)
<b>Reception &amp; Academic Robe Return</b> in the reception venue at Bedford Square Garden	Make your way into the garden where your reception drinks will be served for approx. 1 hour immediately after the ceremony	Make your way into the garden where your reception drinks will be served for approx. 1 hour immediately after the ceremony	Make your way into the garden where your reception drinks will be served for approx. 1 hour immediately after the ceremony

### **Student Support and Events Team Contact Details**

Should you have any queries or require further information regarding the ceremonies please do not hesitate to contact us. You can contact us by email at [grad\\_ceremonies@ucl.ac.uk](mailto:grad_ceremonies@ucl.ac.uk) or telephone 020 7679 2051.

We have lots of information available to view on our website so please make sure you have a look!

***[www.ucl.ac.uk/graduation](http://www.ucl.ac.uk/graduation)***

*We look forward to welcoming you in August/September. We hope you thoroughly enjoy your special day and take away with you many happy memories of UCL.*

*Student Support and Events Team*