



4 JULY 2013 GRADUATION CEREMONIES

Information for Graduands and Guests

Thank you for applying to attend the graduation ceremonies, we look forward to welcoming you on 4 July 2013. We hope the following information will give both graduands and guests an idea of what to expect on the day of the ceremony.

Please ensure you read all of the information contained in this document and keep it for future reference.

If you have any questions please do not hesitate to contact a member of the team on +44 (0)20 7679 3568/2051 or email grad_ceremonies@ucl.ac.uk.

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You may want to consider printing a copy of this information for your reference.

Introduction

Your graduation ceremony will be held at the **Royal Festival Hall** which is located within the Southbank Centre, Belvedere Road, London, SE1 8XX.

Pre-Ceremony activities (Registration, academic robe collection, photography, merchandise and other services) are also all held in the Royal Festival Hall building on Levels 1 & 2.

A light canapé and drinks reception will be held immediately after the graduation ceremony in the Blue Bar and the Green Bar located on Level 4 of the building. Your ticket allows entry to both parts of the event.

For more details about the building, access and layout please refer to the downloadable Access Guide and Venue Guide documents available on our website: www.ucl.ac.uk/graduation/venue

Where are services located within the Royal Festival Hall?

Level 1

- UCL Graduand Registration Desk
(Opens 7.30am - 10am & 11.30am - 2pm)
- Cloakroom Facilities
(Open from 7am – 6pm)

Level 2

- UCL Information Desk
(Opens 7.30am - 10am & 11.30am - 2pm)
- Robe Collection (*J Wippell & Co. Ltd*) - Blue Side Foyer
(Opens at 7.30am & 11.30am)
- 'Tempest Classic Service' Graduation Photography (*H Tempest Ltd*) - Clore Ballroom
(Opens at 7.30am & 11.30am) (Close at 5.30pm)
- Photography product display & payment area (*H Tempest Ltd*) - Green Side Foyer
(Opens at 7.30am & 11.30am) (Close at 5.30pm)
- Merchandise and DVD's (*Sense Business Development*) - Green Side Foyer
(Opens at 7.30am & 11.30am)

Level 3

- 'Studio b3' Graduation Photography (*H Tempest Ltd*) - Green Side, Sunley Pavilion
(Opens at 7.30am & 11.30am) (Close at 5.30pm)
- Door A into auditorium - Blue Side (Open 9.30am & 1.30pm)
- Door G into auditorium - Green Side (Open 9.30am & 1.30pm)

Level 4

- Graduation Reception areas - Blue Bar & Green Bar
- Door B into auditorium - Blue Side (Open 9.30am & 1.30pm)
- Door H into auditorium - Green Side (Open 9.30am & 1.30pm)

Level 5

- Doors C & D into auditorium - Blue Side (Open 9.30am & 1.30pm)
- Doors J, K & L into auditorium - Green Side (Open 9.30am & 1.30pm)

Level 6

- Doors E & F into auditorium - Blue Side (Open 9.30am & 1.30pm)
- Doors M & N into auditorium - Green Side (Open 9.30am & 1.30pm)

Arrival & Registration

Graduands

We advise you to arrive 2 hours before the start of your ceremony. This will give you time to robe, register and have photographs taken in plenty of time. The photography studios will be busy and there may not be an opportunity to have photographs after your ceremony.

1. Upon arriving at the Royal Festival Hall please collect your robe from J Wippell & Co. Ltd located on Level 2, Blue Side Foyer. You will need your hire confirmation email. See page 5 for more details.
2. Once you have collected your gown please collect your tickets and register at the UCL Graduand Registration Desk located opposite the cloakroom facilities on Level 1. 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
- ✓ Wristbands for you and your guests for your reception.

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

3. Please leave any large bags in the complimentary cloakroom.
4. After registration, if you would like graduation photographs make your way up to the photography studios located on Level 2. See page 5 for more details.
5. You must be seated in the auditorium by:
10am for morning ceremonies
2pm for afternoon ceremonies

You will be asked to show your name card, ticket and wristband to gain entry to the auditorium.

6. Your ticket will have details of which entrance to the auditorium to use.

It is essential that you remain in your allocated seat to ensure you are presented on stage in the correct order.

Guests

- Large bags should be put into the complimentary cloakroom on Level 1 of the building.
- You must be seated in the auditorium by:
10.15am for morning ceremonies
2.15pm for afternoon ceremonies
- You will be asked to show your ticket and wristband to gain entry to the auditorium. (All tickets and wristbands are issued to the graduand at registration). Your ticket will have details of which entrance to the auditorium to use.

The Ceremony

- The doors to the auditorium will open at 9.30am/1.30pm
- Graduands must be seated by 10am/2pm
- Guests must be seated by 10.15am/2.15pm
- There will be no entry to the auditorium after 10.30am/2.30pm

What happens during the graduation ceremony?

The ceremony will begin promptly at 10.30am/2.30pm. Please ensure you switch off all mobile phones and pagers.

There will be a brief presentation by the Vice-Provost and Alumni. 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 address the audience.

Once the Provost/Vice-Provost has finished the address the presentation of graduands will begin. Graduands will be announced in the prescribed order. An usher 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

An usher 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/Faculty Tutor who will announce their first and last names. 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.

Following a closing speech the Academic Procession will leave the auditorium followed by the graduates. Guests exit after the academic and graduate procession has left the auditorium and should then make their way to Level Four for the reception.

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.

Notes:

- Graduands and guests sit separately.
- Unfortunately, we are unable to admit latecomers once the ceremony has begun.
- 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. **Children under 5 years of age will not be allowed into the graduation ceremony auditorium.** Everyone attending the graduation ceremonies, including children, must have their own ticket. There are no concessionary prices.

The Receptions

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. Graduates and guests will be asked to make their way to the Green Bar and the Blue Bar on Level 4 of the building where drinks and canapés will be served. The location of the reception will be noted on the graduand's registration envelope.

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. Waiting staff will only serve graduates and guests who are wearing their wristbands.

Academic Dress

Academic dress is compulsory for all graduands and must be pre-ordered. You can collect your order on the day of your ceremony from the J Wippell & Co. Ltd desk located in the Foyer Level 2, Blue Side of the Royal Festival Hall building.

Academic dress will be available from 7.30am for morning ceremonies and 11.30am for afternoon ceremonies. Due to space restrictions only graduands will be permitted to enter the robing area.

Your robes will need to be returned to the robe return area outside your reception on Level 4 by 5.30pm.

All orders can be placed at www.wippellgownhire.co.uk. The deadline to order your robe is **17 June 2013**. If you are unable to find the information you require on the website please contact J. Wippell & Co. Ltd directly on +44 (0)1392 254 234.

Photography

The photography studios at the ceremonies will be located in the **Clore Ballroom (Level 2)** for the **Tempest Classic Service** and the **Green Side Sunley Pavillion (Level 3)** for the 'Studio b3' service.

As all studios will close promptly at 5.30pm it is important you leave enough time to have photographs taken before your ceremony.

Tempest Classic Service

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. These studios are located in the Clore Ballroom (Level 2) and will be open from 7.30am for morning ceremonies and 11.30am for afternoon ceremonies. We would advise you to leave plenty of time to have your photograph taken **before** the ceremony as the studios will close 30 minutes before the ceremony begins and will not be available after the ceremony. The photography studios get very busy, particularly in the hour before the ceremony begins. Please ensure you leave enough time to avoid disappointment.

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. 'Studio b3' will be located in the Green Side Sunley Pavillion (Level 3) and is by pre-arranged appointment only. Please go to the H Tempest sales desk on Level 2 five minutes before your appointment and a member of staff will accompany you to the studio. We advise you to make the appointment for the period before your ceremony to ensure you don't miss out on your reception.

Please email us at 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. If you have already booked an appointment for 'Studio b3' but wish to cancel you must contact us before 4pm on **25 June 2013**.

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.

Please go to the H Tempest website to view the different styles and packages available, www.tempest-graduations.co.uk.

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

DVDs and Merchandise

All merchandise and DVDs can be purchased from the Foyer on Level 2, Blue Side of the Royal Festival Hall building.

DVDs and handshake pictures

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. Further information about ordering merchandise can be found on our website www.ucl.ac.uk/graduation/merchandise/.

UCL Shop – a selection of items from the UCL Shop will be available to purchase on the day of your ceremony.

Cancellations and Refunds

The refund request deadline was **4pm 07 June 2013** and we can no longer process new refund request forms. If you are no longer able to attend your ceremony, please let us know by downloading, completing and returning the 'Cancellation of Attendance Form'. This form can also be used to indicate if you wish to defer your ceremony attendance to 2014.

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 **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
- ✓ Order form for DVDs, T-shirts and any other merchandise
- ✓ 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!)
- ✓ Camera

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 10.30am ceremony	For 2.30pm ceremony
Collect robes from the J. Wippell & Co. Ltd desk Foyer Level 2, Blue Side (ensure that you have ordered these in advance from the robe hire company)	Open from 7.30am	Open from 11.30am
Graduands must collect their tickets and register at the UCL Graduand Registration Desk on Level 1	7.30am - 10am	11.30am - 2pm
Have your photograph taken by the professional photographers in studios on Level 2 or Level 3	Open from 7.30am - 10am	Open from 11.30am - 2pm
Graduands take their seats in the auditorium	To be seated by 10am	To be seated by 2pm
Guests take their seats in the auditorium	To be seated by 10.15am	To be seated by 2.15pm
Graduation Ceremony	10.30am - 12.30pm (approx.)	2.30pm - 4.30pm (approx.)
Reception in the Blue Bar and the Green Bar on Level 4	Make your way to your reception where drinks will be served for 1 hour immediately after the ceremony	Make your way to your reception where drinks will be served for 1 hour immediately after the ceremony
Return robes to the J. Wippell & Co. Ltd desk outside of the reception venues on Level 4	Return by 5.30pm	Return by 5.30pm
Meet with your family and friends and enjoy a meal at one of the many restaurants or cafes within close proximity to the Royal Festival Hall	Enjoy lunch after the ceremony and reception 2pm (approx.)	Enjoy an evening meal after the ceremony and reception 6pm (approx.)

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 or telephone +44 (0)20 7679 1383/3568. You may find it useful to refer to our website at www.ucl.ac.uk/graduation/.

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