



Graduation Ceremony Information Pack

University Campus Suffolk Bury St Edmunds Graduation Ceremony Saturday 25
September 2010

Timing of the Day

Registration and gowning will commence at **10.00 a.m.** at the **Athenaeum** and you are advised to arrive as early as possible to allow plenty of time for gowning and photographs etc. You must ensure that you are gowned by **11.20 a.m.** at the latest.

On arrival at the Athenaeum, Graduands must register at the UCS registration desk located at the entrance of the building. From the Athenaeum you will need to make your way to the Cathedral. You and your guests should be seated in the Cathedral by 11.30 at the very latest. Graduands will be seated in designated pews.

Following the ceremony in the Cathedral, a celebratory reception will take place in the Corn Exchange.

Certificates

Certificates will be posted to graduates after the event. If you have changed your name without notifying the University or College, or we appear to hold your name inaccurately, please indicate this on the enclosed Graduation Ceremony Reply Form. It is the responsibility of each student to ensure that the details supplied to the University and College are correct.

Note: The names of all Graduates are published in the Ceremony Brochure, including those presented *in absentia*.

Guests

Each student may invite two guests. A form is enclosed to notify on whether you require both guest tickets. This form must be returned to the UCS Bury St Edmunds Office at West Suffolk College by **Friday 13 August**. Once everyone has had the opportunity to request tickets, a very small number of extra tickets *may* become available and will be issued on a 'first come first served' basis from the UCS Bury St Edmunds office from 09.00, Wednesday 1 September. *Please note we cannot guarantee that additional tickets will be available.*

Arrangements can be made for students or guests with special requirements. Students are asked to notify us in advance of any special arrangements they or their guests require.

Academic Dress

We are using the graduation services of Ede and Ravenscroft who provide a cost effective, high quality service that covers all the needs and requirements of graduation.

Graduands must wear academic gowns for the ceremony and arrangements are in place for you to order your gowns from *Ede and Ravenscroft* from this date onwards at www.gownhire.co.uk or by calling 01223 861854. Please note that on the ceremony details page of the website, when asked for the institution you should enter "UCS Bury St Edmunds". You should also be aware of the appropriate awarding body.

University Campus Suffolk (UCS) Awards

FdA

FdSc

BA(Hons)

BSc (Hons)

Certificate in Education

Professional Graduate Certificate in Education

Other awarding bodies

Certificate in Management Studies

C.I.P.S.

A.A.T.

Edexcel

Chartered Institute of Purchasing and Supply

Association of Accounting Technicians

We strongly recommend that you order your gown as soon as possible.

Photography

Ede and Ravenscroft Photography Ltd are the appointed official photographers for the ceremony. Their graduation portrait service will be available on the day in the Athenaeum and a booking form is enclosed giving further information. A leaflet is enclosed. Contact: photography@edeandravenscroft.co.uk.

NB Please inform us if you do not wish to be part of the official photographs that may be used for publicity purposes

Refreshments

After the Ceremony, a buffet style Celebratory Reception will be provided in the Corn Exchange, where Graduates and their guests have the opportunity to meet with Course Leaders, Managers, Honorary Graduates and other specially invited guests.

Car Parking

The closest car park is Ram Meadow as shown on the enclosed map.

Unpaid Fees, Fines etc

Students must pay any outstanding fees, library fines etc owing to the University or College prior to the Ceremony. Those with monies outstanding will be unable to attend their Graduation Ceremony and their certificate may be withheld.

Cost

Graduation Tickets at £15 per person for students' guests to attend the ceremony and celebration (under 16s can attend for free). There is no admission charge for Graduands. The cost of Gown Hire and Photography (details enclosed) should also be considered.

Frequently asked Questions

Am I eligible to attend a Graduation Ceremony?

This letter is sent to all students who **may** be eligible to Graduate in September. You will only be allowed to Graduate once we have confirmation from the Awards Board that you have successfully completed your award and if you have settled all outstanding debts with the University and College.

Where and when is my Graduation Ceremony?

St Edmundsbury Cathedral, Saturday 25 September 2009.

Is there anything I must do in preparation for my Graduation?

Yes!

1. You must check and complete the Award Ceremony Reply Form sent with this letter and return it to us by **Friday 13 August**.
2. You must keep us informed if you change your name and address prior to the ceremony.
3. You must hire (or purchase) your academic dress from Ede and Ravenscroft (details enclosed).

How many guests can I bring?

Each student may invite two guests.

What if I want to bring more than 2 guests?

Some extra tickets **may** become available on a first come first served basis, but we cannot guarantee you will receive additional tickets. We cannot hold a list of people wishing to have extra tickets.

I am (or a member of my party is) disabled, what should I do?

Please indicate this on the reply slip or contact the UCS Office so that arrangements can be made in advance to provide assistance for yourself or your guest.

I am not sure if I have any outstanding debts to the University of College, should I check?

Yes! Any student with outstanding monies will be unable to attend their Graduation Ceremony and their certificate may be withheld. If you are in any doubt, please check with the Finance Office on 01473 234745 (fees) 01284 716294 (library fines and nursery fees).

How long will the Ceremony last?

The Ceremony will last approximately an hour to an hour and a half.

When do I need to arrive at the Atheneum prior to the Ceremony?

Graduands are asked to arrive an hour and a half before the Ceremony to allow them to gown. This also allows plenty of time for photographs to be taken.

What should I wear?

You are asked to dress smartly and students must hire a gown in order to participate in the ceremony. If your gown includes a hood, please bear in mind that it will need something to attach to at the front. In most instances a button should be fine but on some garments pinning may be necessary.

Can young children attend the Ceremony?

Young children are welcome to attend the Ceremony, under 16s do not need a ticket, however if they create a disturbance, their guardian may be asked to take the child outside the cathedral.