

INFORMATION FOR 2020

& 2021 RETURNING GRADUATES

**FRIDAY 25 NOVEMBER 2022
CAIRD HALL, DUNDEE**



**Abertay
University®**

WELCOME BACK!

Registration and Ticket Details for Returning Graduates

We are really looking forward to offering our 2020 and 2021 graduates a chance to return to Dundee and cross the stage to 'graduate' in person.

The Graduation Celebration will be part of our Winter Graduation Ceremony on Friday 25 November at 11.00am.

Graduates wishing to attend the Graduation Celebration **must register to book their place by midnight on Monday 7 November.**

Each graduate who has registered to attend the ceremony will be given their own invitation card and an allocated seat number – your seat number is very important so please keep this safe to bring with you to the ceremony.

Guest tickets are available to buy through the Graduation Registration process on OASIS at a cost of £13 each, (there is no charge for graduating students or graduates). Tickets for children under five are free of charge but must be included as part of the number of guest tickets you are allocated. Children aged two and under, and who can sit on an adult's knee, do not require a ticket. Each graduate is allocated a maximum of three guest tickets to purchase, however depending on numbers attending, we may be able to offer further guest tickets nearer the time – if this is the case all graduates registered to attend will be emailed after the registration deadline, with details on how to buy them.

Registration desks will be set up **on campus in the Old College Building** and you can collect your invitation card, seat number and any guests tickets you have purchased from there **between 2.00-5.00pm on Thursday 24 November or on the Graduation Celebration Day itself from 8.30am-10.30am.**

WHAT SHOULD I WEAR?

Academic dress is compulsory at Graduation and comprises gown and hood (mortar boards are not worn). Ede & Ravenscroft is the University's appointed supplier and academic dress should be hired directly from them. You should arrange for the hire of your academic dress as soon as possible, and before the deadline detailed below.

Graduation is a formal occasion and we would ask that no jeans or trainers are worn. We also encourage you to wear national dress if you prefer (kilts/international national dress). It will help if you bring a safety pin with you for keeping your hood in place should your top not have any buttons.

Hiring Academic Dress

Gowns and hoods should be hired from Ede & Ravenscroft via their website - <https://www2.edeandravenscroft.com/graduation/>. The cost of hiring academic dress is £44. You will be issued with a reference number once you have booked, please bring this with you when collecting your academic dress.

The deadline for ordering academic dress is **Friday 18 November**.

Collecting your Academic Dress

Graduands can collect their gowns from Ede & Ravenscroft, located on campus in the Old College Building, on **Thursday 24 November from 2pm-5.00pm** or on **Graduation Day between 8.30am and 10.30am**.

You must have your allocated seat number in order to collect your academic dress. Please make sure you allow yourself plenty of time to collect your academic dress as **late arrivals will not be admitted to the Caird Hall once the ceremony has started**.

If you are unable to collect your academic dress at the times specified, you can ask a friend or relative provided they have your full name and address, your height, and your reference number (as given to you when you made your booking).

Return of Academic Dress

All gowns and hoods should be returned to Ede & Ravenscroft, located on campus in the Old College Building, **no later than 4.30pm on Graduation Day**.

Cancelling your Robe Hire and Getting a Refund

If you can no longer attend your graduation ceremony and you require a refund for academic dress, please visit the Ede & Ravenscroft website for details <https://www2.edeandravenscroft.com/graduation/>.

THE CEREMONY

Graduates will be shown to their allocated seat by University staff. We ask that you and your guests are seated **at least 20 minutes before the start of the ceremony**. Late arrivals will not be allowed into the Caird Hall once the ceremony has started.

Receiving your Award

Graduates sit alphabetically by course and at the appropriate time University staff will guide you towards the stage – please remain in the order in which you were seated. You will then have your name checked before you proceed up the

stairs to the stage. When your name is called, you should walk across the stage to the Chancellor pause and bow your head slightly for the Chancellor to cap you (tap on head with soft cap). Please do not shake hands with the Chancellor. Proceed to the far end of the stage where you will be handed your certificate holder, leave the stage through the door. As you will already have received your degree certificate, you will be given a letter of congratulations from the Principal and Chancellor. University staff will be on hand throughout to direct and support you.

Academic Procession

At the end of the ceremony the Chancellor will lead the platform party and process out of the Caird Hall to the City Square. Graduates will join the end of the academic procession as directed by University staff.

It's then time to celebrate! We would be delighted if you and your guests would join us for celebratory drinks in the Marryat Hall (Caird Hall Complex) after the ceremony. Pop in and get a glass of fizz or soft drink.

OTHER STUFF!

Official Photographs

Marston Events are the official graduation photographers. They will be located **on campus in the Old College Building and will be available to take photographs on Graduation Day from 8.30am until 3.00pm, with last entry to the studios being 2.30pm.**

A large number of people will be attending the ceremony, so you can pre-order your photographs online where you will have access to a wide range of packages including the option, if you wish, to book a time slot.

Marston Events also offers a variety of frames which you can view and purchase on the day. To order and view the full range of offers go to **www.yourgraduation.co.uk/abertay** or phone 01293 82 22 11.

Presentation of award photographs

Marston Events will be offering a stage photograph of the moment the Chancellor confers your degree. If you would like to take advantage of this offer, you can register your interest prior to Graduation or can download the image, for free directly from their website after the ceremony.

Merchandise

Abertay merchandise, including hoodies and t-shirts, will be available to purchase on the day so look out for display stands on campus in the Old College Building.

Caird Hall

The Caird Hall is a grand and impressive venue located in the heart of Dundee's city centre and provides a stunning home for Abertay's Graduation Ceremonies. It is accessible for everyone and provides ramps for wheelchair users and those with other mobility requirements.

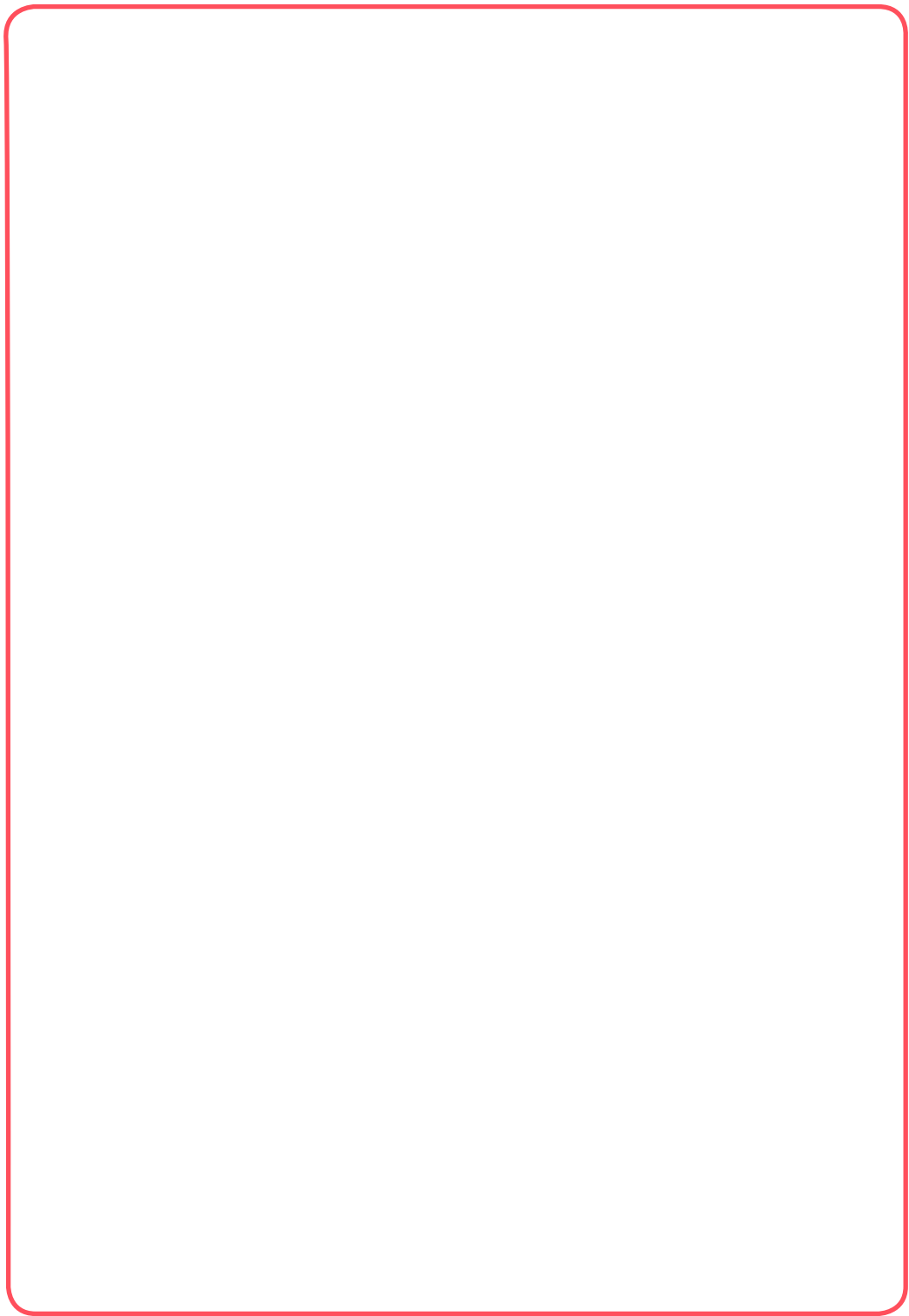
Please note: Prams and buggies are required to be left in a designated area during the ceremony. They cannot be taken into the main hall due to lack of available space.

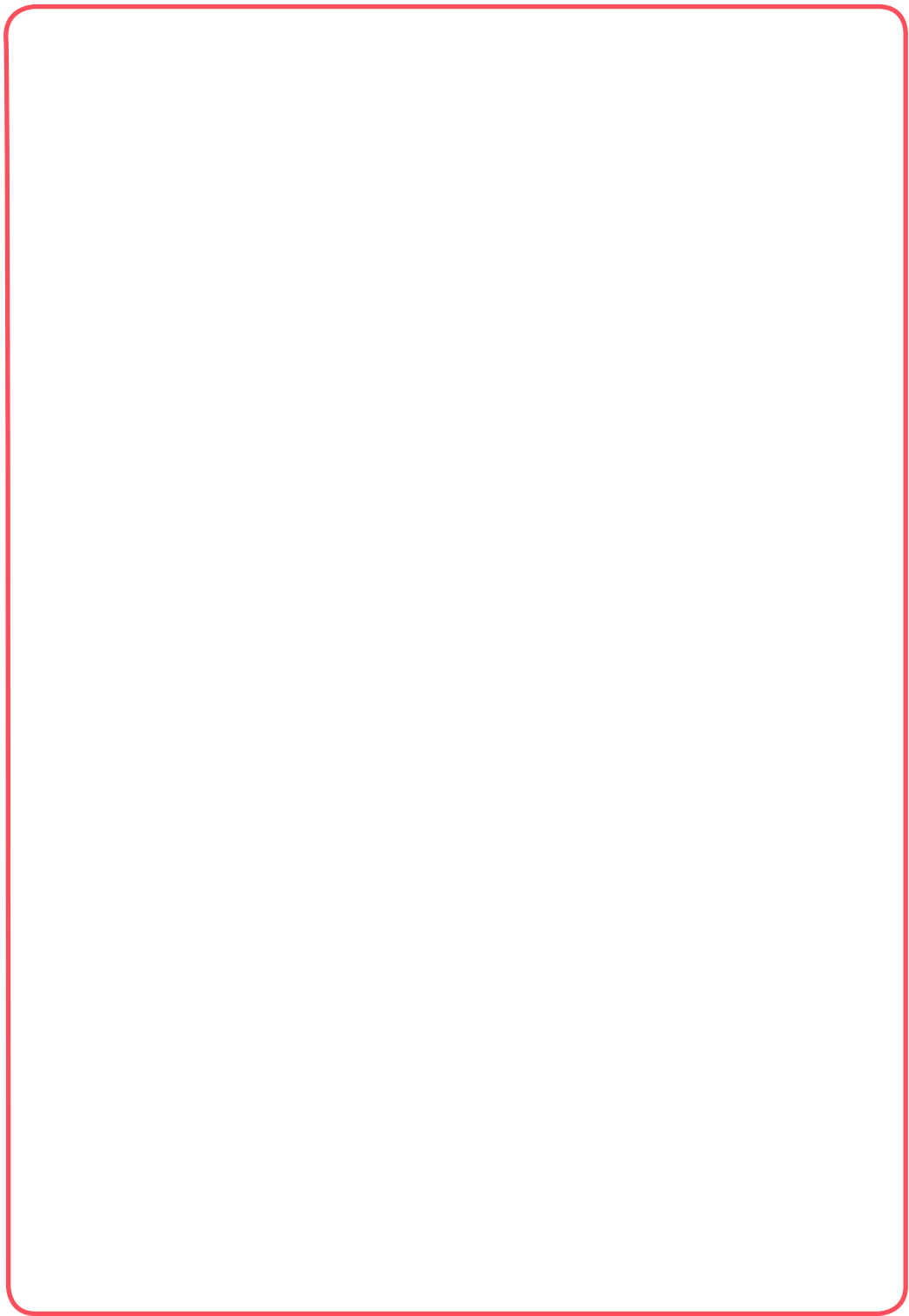
Parking is very limited in the vicinity of the Caird Hall but there are plenty of car parks nearby – visit Dundee City Council website.

Accommodation

If you need somewhere to stay, Dundee has a large choice of accommodation.

More information can be found from VisitScotland.





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