

# GRADUATION INFORMATION

**GRADUATION CEREMONY  
WEDNESDAY 13 JULY 2022  
CAIRD HALL, DUNDEE**



**Abertay  
University**

Please read this whether you are  
graduating in person or in absentia

# INFORMATION ABOUT GRADUATION FOR 2022 GRADUATING STUDENTS

We are looking forward to welcoming you to graduate on Wednesday 13 July 2022 at the Caird Hall in Dundee. We know how important this day is for you and those who have supported you. This information is to give you more information about what to expect and what you need to do in advance of the July ceremony.

**You will need to register to attend graduation by Monday 6 June 2022 using Oasis.**

## ABOUT YOUR DEGREE RESULTS

### Programme Assessment Boards

Programme Assessment Boards meet in week commencing 27 June 2022 to make award and progression decisions. The outcome of these boards will be communicated to you via an e-mail to your University e-mail account. You should receive this e-mail by 12 noon on Wednesday 6 July. If you have registered for graduation and you have been successful in gaining your target award you will be included on the graduation list for July 2022. After Programme Assessment Board decisions have been released your Higher Education Achievement Report (HEAR) accessible via Gradintel will be refreshed. If you are eligible to graduate an electronic version of your degree certificate will also be uploaded to Gradintel. If you have registered to graduate in absentia we aim to post out hard-copy degree certificates by the end of July.

### Academic Appeals

An academic appeal is a request for the review of a student progression or award decision taken by the Programme Assessment Board. If you are considering making an appeal, you should initially seek advice from your School Academic Advisor or School Research Degree representative. Guidance on the academic appeals process and a copy of the academic appeals form can be found via the following link:

<https://www.abertay.ac.uk/about/the-university/governance-and-management/freedom-of-information/8-21-information-procedures-on-academic-appeals/>

An academic appeal will not be accepted from a student who has graduated, and so it is important that you seek advice before deciding

whether to graduate (either in person or in absentia). Please note that it is not possible to appeal against a degree classification, grade point average, or the award (or not) of merit or distinction, except in cases where there is evidence of an error in recording grades or in calculation of the GPA

## **STUDENTS OWING MONEY TO THE UNIVERSITY**

If you owe the University money for any reason (rent, tuition fees, library fines or outstanding books, etc), you might not be permitted to graduate and will not receive your certificate of award. If you have registered to graduate and subsequently incur a debt to the University, you should arrange to pay any outstanding amounts by 5.00pm on 17 June 2022. If you do not clear your debt by this time, your name will be removed from the list of students graduating at the July 2022 ceremonies and you will not receive your certificate.

## **LOCATION, TIMES AND TICKETS**

Two graduation ceremonies will be held in July 2022 in the Caird Hall, City Square, Dundee. The ceremonies will be held on **Wednesday 13 July**. Each ceremony will last for approximately 1½ - 2 hours..

**10.00am**    **School of Applied Sciences**

**3.00pm**    **School of Business, Law and Social Sciences**  
**School of Design and Informatics**

Each graduand 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, tickets for children under five are free of charge but will 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 graduating student is allocated a maximum of three guest tickets to purchase.

Depending on numbers attending, we may be able to offer further guest tickets nearer the time – if this is the case all graduands registered to attend will be emailed in June, with details on how to buy them.

Registration desks will be set up in the Caird Hall and you can collect your invitation card, seat number and any guests tickets you have purchased from there between 2.00–4.30pm on Tuesday 12 July or on Graduation Day itself from 8.30am.

### **What Should I Wear?**

Academic dress is compulsory at Graduation and comprises gown and hood (mortar boards are not worn). Irish Legal & Academic 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, we advise at least 21 days before the ceremony.

Graduation is a formal occasion and graduands dress accordingly. We would ask that no jeans or trainers are worn. We also encourage you to wear your national dress if you wish. You may wish to 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 Irish Legal & Academic Ltd either via their website – [www.ilarobes.com](http://www.ilarobes.com) or by contacting their Call Centre on 0870 240 1852. The cost for hiring academic dress is £37.00. If ordering via the website, Irish, Legal & Academic will acknowledge your order by email once your payment has been authorised. All bookings, by website or telephone, will be issued with a reference number – please remember to bring this reference number with you on the day for collecting your robes.

If you are having difficulty booking or paying on [www.ilarobes.com](http://www.ilarobes.com) you can contact the call centre for support on 0870 240 1852. Operating hours are 9.00am – 5.00pm Monday to Friday. Calls may be recorded for staff training. Facilities for those who are deaf and hard of hearing or those with speech impairment are available using your Textphone – dial 18001 01223 861854 to access the RNID Typetalk system

### **Collecting your Academic Dress**

Graduands can collect their gowns and hoods from Irish Legal & Academic Ltd in the Ashton Hall (part of the Caird Hall) at the following times:

**Tuesday 12 July – 2pm-4.30pm**

**Wednesday 13 July – from 8.30am**

We would advise students who are graduating at the 10.00am ceremony to collect their academic dress, if they can, on the afternoon of Tuesday 12th.

You will not be given your academic dress unless you have the card with your allocated seat number. Please ensure your academic dress is collected no later than 9.15am for the morning ceremony and no later than 2.15pm for the afternoon ceremony. 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 Irish Legal & Academic Ltd at the Ashton Hall by no later than 6.00pm on Graduation Day unless special arrangements have been made for additional time. Queries about Academic Dress Should you have any queries concerning your academic dress, you should contact Irish Legal & Academic Ltd direct: Phone: 0870 240 1852 (national rate) Email: [student@ilarobes.com](mailto:student@ilarobes.com).

### **Cancelling your Robe Hire and Getting a Refund**

If you can no longer attend your graduation ceremony in person, you should email Irish Legal & Academic Ltd on [info@ilarobes.com](mailto:info@ilarobes.com), at least one week before the ceremony, to request a refund of your hire fee.

## **THE CEREMONY**

Graduands 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**

Graduands sit alphabetically by course order 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, you will then receive your certificate before returning to your seat. University staff will be on hand throughout to keep you right.

### **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 time to celebrate!**

We would be delighted if you and your guests would join us for celebratory drinks after the ceremony. If the weather is fair, drinks will be served outside in the City Square, with seating available in the Marryat Hall for those with mobility or health issues. Drinks vouchers will be issued to graduates after they have crossed the stage, whilst guests should keep their guest tickets to exchange for a complimentary drink (alcohol or soft).

## **OTHER STUFF!**

### **Official Photographs**

Marston Events are the official graduation photographers. They will be located in the Caird Hall Complex and will be available to take photographs on Graduation Days from 8.30am until 5.30pm, with last entry to the studios being 5.00pm. These studios are located in the Marryat Hall. A large number of graduands 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 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. Marston Events also offers a variety of frames which you can view and purchase on the day. To order online and view the full range of offers go to [www.yourgraduation.co.uk/abertay](http://www.yourgraduation.co.uk/abertay) where you will also find a list of Frequently Asked Questions.

## Merchandise

Abertay merchandise, including hoodies and t-shirts, will be available to purchase on the day so look out for display stands in and around the Caird Hall complex.

## 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. 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

Due to a number of external events taking place in the local area during this week of Graduation celebrations, including The Open at St Andrews Golf Links, we would urge anyone considering booking accommodation to do so as soon as possible. You can find useful information on accommodation on the VisitScotland pages for Dundee and Angus or Perthshire.

If you are unable to attend the ceremonies in July, we would be pleased to offer you the opportunity to attend the November 25 2022 Graduation Event. Please indicate this on your registration form and we will be in touch with the full details.

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Abertay University is a charity  
registered in Scotland, No: SC016040.