

GRADUATION INFORMATION

**GRADUATION CEREMONY
FRIDAY 21 JULY 2023
CAIRD HALL, DUNDEE**



**Abertay
University®**

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

INFORMATION ABOUT GRADUATION FOR 2023 GRADUATING STUDENTS

We are looking forward to welcoming you to graduate on Friday 21 July 2023 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 Summer ceremony.

You will need to register to attend graduation by Thursday 8 June 2023 using Oasis.

ABOUT YOUR DEGREE RESULTS

Programme Assessment Boards

If you are likely to complete your target award before the Term 2 Programme Assessment Boards in June / July 2023 you will be included on the graduation list for July 2023. After Programme Assessment Board decisions are 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 mid-August.

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 as soon as possible. If you do not clear your debt before graduation, your name may be removed from the list of students graduating at the July ceremony and you will not receive your certificate.

LOCATION, TIMES AND TICKETS

Summer Graduation will be held on **Friday 21 July** in the Caird Hall, City Square, Dundee. There will be two ceremonies - 10.00am and 3.00pm - and each ceremony will last for approximately 2 hours.

- 10.00am** **School of Business, Law and Social Sciences**
School of Applied Sciences: Division of Health Sciences and the Division of Psychology and Forensic Sciences
- 3.00pm** **School of Applied Sciences: Division of Engineering and Food Sciences and the Division of Sport**
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 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 graduating student is allocated a maximum of two guest tickets to purchase.

We should be able to offer extra guest tickets after registration closes - if this is the case, all graduands registered to attend will be notified by email with details on how to purchase them.

Please note that any unsold allocated guest tickets will be put back on general sale after the registration deadline. These tickets will be available on a first come first served basis.

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 20 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 part of Abertay's academic dress)). Marston Events 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 by deadline detailed below.

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 Marston Events via their website - **<https://www.yourgraduation.co.uk/Abertay>**. The cost of hiring academic dress is £44. You will be issued with a QR code one week prior to graduation. Please bring this with you when collecting your academic dress.

The deadline for ordering academic dress is midnight on Friday 7 July.

Collecting your Academic Dress

Graduands can collect their gowns and hoods from Marston Events **located on campus in the Old College Building, on Thursday 20 July from 2pm-5.00pm or on Friday 21 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 Thursday 20th.

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 QR code and proof that you have agreed for them to pick up your gown for you.

Return of Academic Dress

All gowns and hoods should be returned to Marston Events, located on campus in the Old College Building, **no later than 6.30pm 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 **Marston Events website** for details.

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 in the City Square for celebratory drinks after the ceremony. 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 on campus in the **Old College Building and will be available to take photographs on Graduation Day from 8.30am until 6.00pm, with last entry to the studios being 5.45pm.**

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.

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

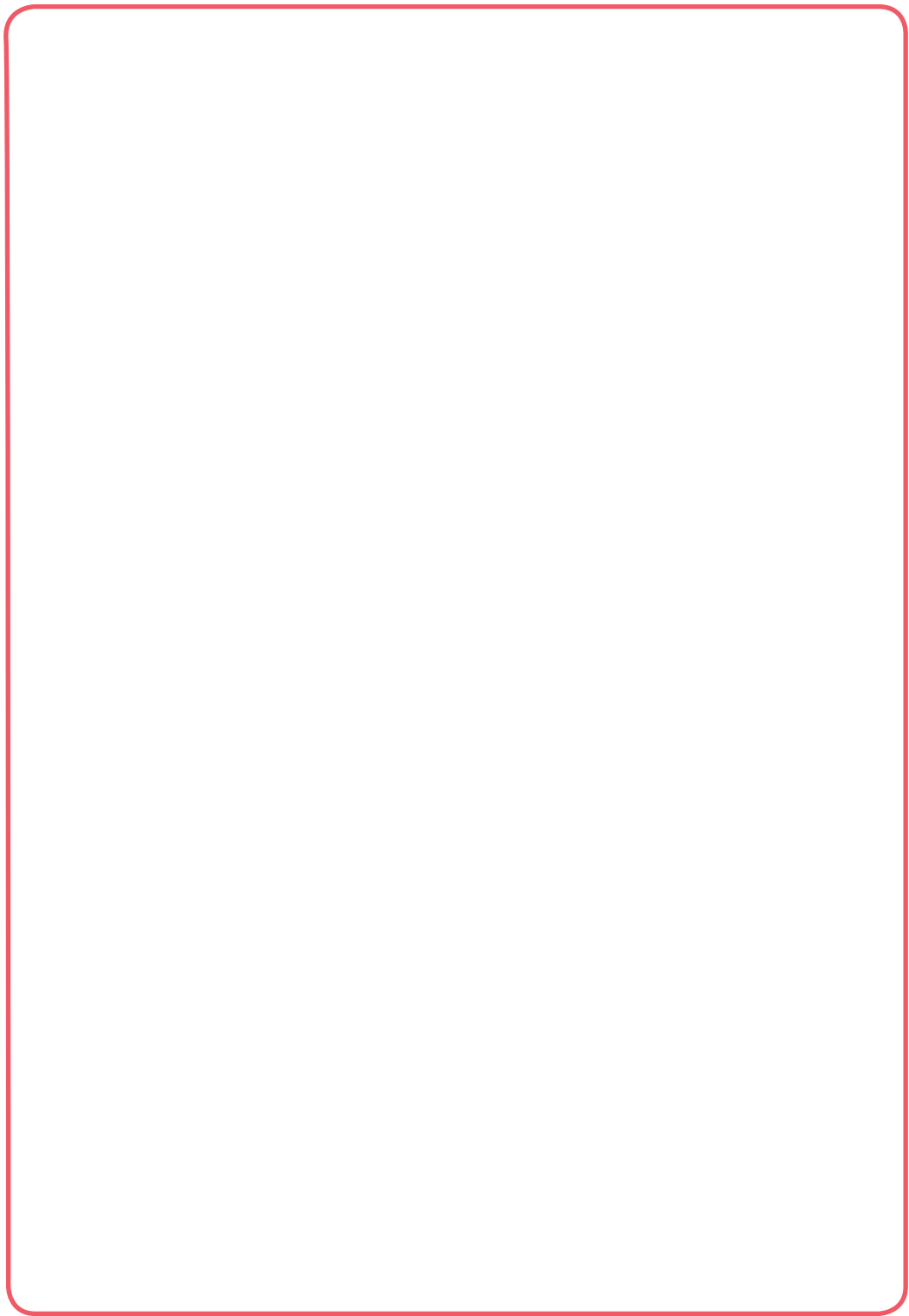
The Caird Hall is a grand and impressive venue located in the heart of Dundee's city centre and provides a stunning home for Abertay's Graduation Ceremonies. It is accessible for everyone and provides ramps for wheelchair users and those with other mobility requirements.

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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