

GRADUATION INFORMATION

**GRADUATION CEREMONY
FRIDAY 25 NOVEMBER 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 Friday 25 November 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 details about what to expect and what you need to do in advance of the November ceremony.

You will need to register to attend graduation by midnight on Monday 7 November 2022 using Oasis.

ABOUT YOUR DEGREE RESULTS

If you have been successful in gaining your target award since the Summer Graduation Ceremony you will be included on the graduation list for November 2022. After Programme Assessment Board decisions were released your Higher Education Achievement Report (HEAR) accessible via Gradintel was 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 November.

Academic Appeals

An academic appeal is a request for the review of a student progression or award decision taken by the Programme Assessment Board. Appeals need to be submitted within one month of an assessment board decision being released. Guidance on the academic appeals process 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 November ceremony and you will not receive your certificate.

LOCATION, TIMES AND TICKETS

A graduation ceremony will be held on **Friday 25 November at 11.00am** in the Caird Hall, City Square, Dundee. Students from all schools will graduate – Applied Sciences, Business, Law and Social Sciences, Design and Informatics, and Graduate School.

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 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 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 Graduation Day itself from 8.30am to 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 by 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

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 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.

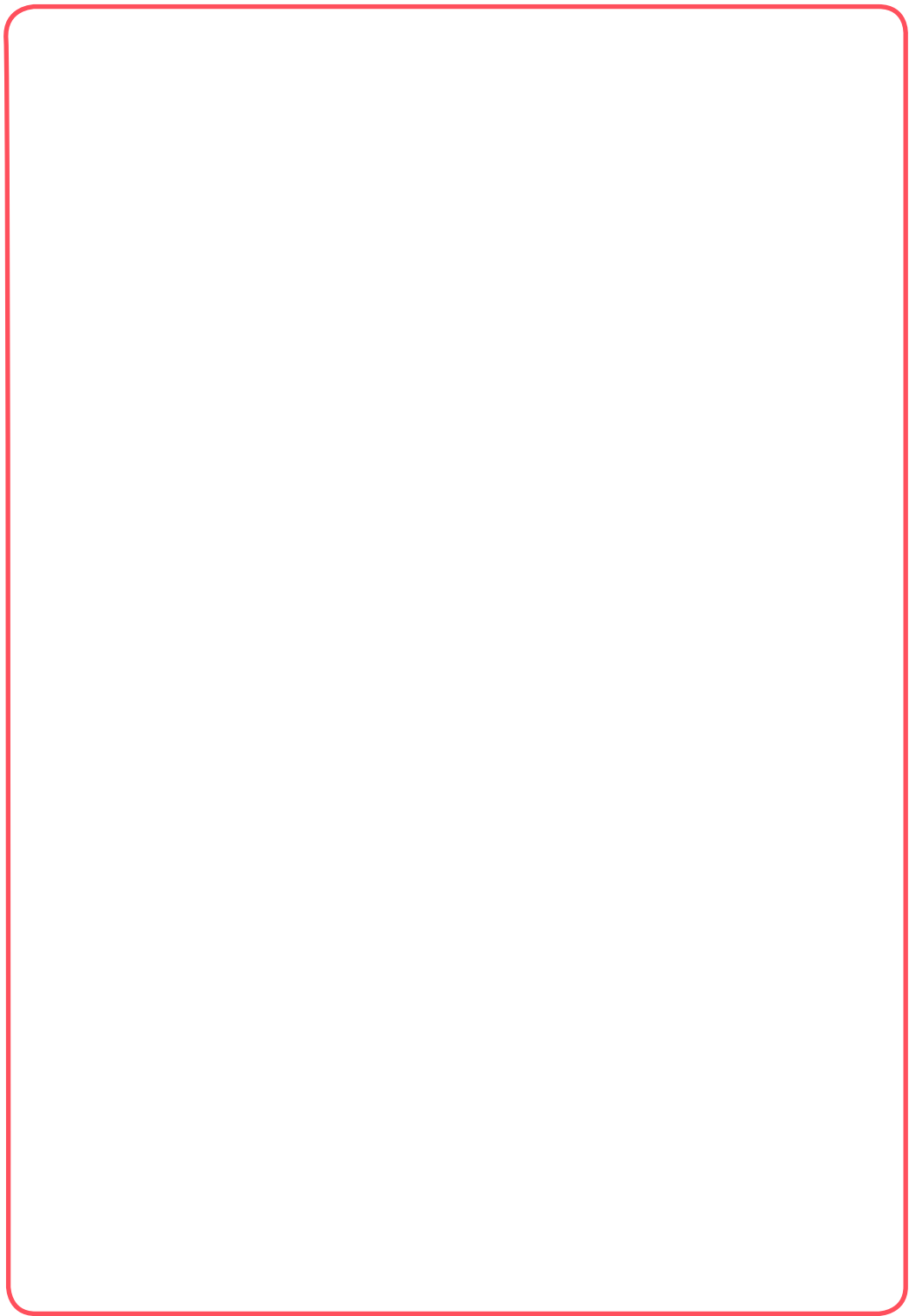
Please note: Prams and buggies are required to be left in a designated area during the ceremony. They cannot be taken into the main hall due to lack of available space.

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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