GENERAL GRADUATION ENROLMENT GUIDE

This is a General Guide. Reference must be made to the appropriate Graduation Timetable and Graduation Day Guide (when available).

1.0 INTRODUCTION
The University holds its main diets of graduation ceremonies in the summer and winter each year. Ceremonies are held in the Bute Hall of the University. There is also an additional opportunity for students who are qualified, to graduate in April when degrees are conferred in absentia only, as there is no graduation ceremony. Until you have graduated, in person at a ceremony or “in absentia”, you will not receive your degree parchment and you are not entitled to call yourself a graduate.

2.0 ENROLMENT FOR GRADUATION
You are NOT automatically enrolled for graduation when you pass your examinations/qualify for your degree. It is your responsibility to take steps to ensure that you complete graduation enrolment. If you do not enrol you cannot graduate.

2.1 What is the General Council registration fee?
The General Council registration fee must be paid at the time of enrolment by all graduands, whether they intend to graduate in person or “in absentia”. If you already hold a University of Glasgow degree you will already be a member of the General Council and do not need to pay a further fee. The fee provides for life membership of the General Council of the University. Membership is compulsory - the General Council is a statutory body and plays a part in the government of the University. All members are entitled to take part in meetings of the General Council, which are held twice a year. In addition, all members receive the graduate magazine "Avenue" which is issued twice a year.

2.2 Debts to the University
If you have an outstanding academic debt to the University you will not be allowed to enrol for graduation or graduate. Information on the student debt policy is available at https://www.gla.ac.uk/students/money/fees/policies/studentdebtpolicy/

2.3 What should I do if I am unable to attend my graduation ceremony?
If you cannot attend your graduation ceremony you may graduate “in absentia”. You should enrol to graduate in absentia and pay your General Council registration fee, if applicable. Your degree parchment will be posted to you within 7-10 working days after the date of the last graduation ceremony. Remember if you graduate in absentia you cannot attend a graduation ceremony in person at a later date.

Alternatively, if you wish to defer your graduation so that you can attend a ceremony in person at a later date rather than graduating “in absentia” you may do so. It is your responsibility to advise yourself of the relevant dates and deadlines for the ceremony of your choice. Please remember if you do decide to defer graduation, you will not receive a degree parchment and are not entitled to call yourself a graduate until your award has been conferred at a graduation ceremony.

2.4 What if I fail to attend my graduation ceremony?
If you enrol to graduate in person and fail to attend your graduation ceremony without prior notification to the Registry, your graduation will be treated as in absentia. Your degree parchment will be posted to your home address as recorded in your Campus record or at the address entered on your graduation enrolment form within 7-10 working days after the date of the last graduation ceremony. Remember if you graduate in absentia you cannot attend a graduation ceremony in person at a later date.

2.5 Deadline for enrolment
If you have not enrolled by the appropriate deadline for your ceremony you will not be able to graduate until the next diet of graduation ceremonies.
2.6 Should I wait to receive my examination results/find out if I’ve passed before I enrol?
NO. You must enrol during the enrolment period even if your results are not yet published or, in the case of postgraduate students, you have not yet received your letter of award. Your enrolment is treated as provisional until your results are published or your award letter has been issued.

2.7 What if I am not successful in my examinations or I receive my results after the results deadline.
You should return the Graduation Enrolment Update Form that will be available on the Registry webpage at the appropriate time, and tick the box indicating that you have not yet qualified to graduate. Your enrolment will be cancelled, but you will need to re-enrol for the next diet of graduation ceremonies. Your General Council registration fee will not be returned to you but will be carried forward to your next enrolment. If you do not wish your General Council registration fee to be carried forward and wish to receive a refund you should notify us at graduation@glasgow.ac.uk.

2.8 Keep us updated
Once you have enrolled it is important that you notify us of any subsequent changes that will affect your enrolment status or ability to graduate. If you fall into one of the following categories please download and complete the Graduation Enrolment Update Form from the Registry webpage and return it as soon as possible to the Graduation Team.

- If you do not qualify to graduate.
- If you enrolled to attend the graduation ceremony but are now unable to do so and wish to graduate in absentia or if you wish to defer your graduation until a later date.
- If you decide to appeal against your degree result and therefore cannot graduate until the appeal is heard.
- If you enrolled to graduate with a designated or ordinary degree but subsequently accept a place on Honours and therefore cannot graduate until the following summer (applies to undergraduates only).

Remember if you fail to attend your graduation ceremony without prior notification to the Registry, your graduation will be treated as ‘in absentia’ and your parchment will be posted to your home address as recorded in your Campus record or to the home address entered on your completed graduation enrolment form within 7-10 working days after the date of the last graduation ceremony.

If you graduate in absentia you cannot attend a graduation ceremony in person at a later date.

2.9 Guests and Guest Tickets
Each graduand will receive tickets for two guests to attend the ceremony. You may apply for additional tickets when you complete enrolment. Any additional tickets will be allocated by a ballot and submission of an application does not guarantee that you will be successful. If you have been successful in the ballot you will be notified of the outcome of your application, by email, after the ballot has taken place.

Everyone (including babies and small children) admitted to the graduation ceremony must be in possession of a ticket. You will receive your guest tickets when you register on the day of your graduation. If your guests will not be with you at that time you will need to arrange to meet to pass their tickets to them before you assemble for your ceremony.

Graduation ceremonies are lengthy formal occasions. Experience has shown that infants and young children get bored and restless and it is suggested that, if possible, you make other arrangements for them. If you do decide to bring a baby or small child as your guest they will need a guest ticket of their own.

Please note that seats in the following areas of the Bute Hall - E, F, G and H are accessible only by steep winding stairways and are NOT suitable for the elderly or infirm (these areas do, however provide a very good view of the ceremony - for the physically fit!). If any of your guests have breathing or mobility problems you must inform us when you register on the day of your graduation so that we can allocate you tickets in the area to which there is lift access.

2.10 Academic Dress/Robe Hire
At the Graduation Ceremonies, graduands, whether or not already graduates wear the gown and carry the hood appropriate to the degree which they are to receive (hats are not worn at graduation ceremonies). The University does not provide gowns and hoods.

2.11 Disabled Students
The University encourages all students to attend their graduation ceremony. Clearly, we wish all those attending to be able to enjoy this special day and we would encourage any student with a disability to inform us by completing the Disabled Access Form available on the Registry webpage or by telephone 0141 330 3540 so that we can agree with you how we may best support you on the day, e.g.

- Are a wheelchair user or have other mobility issues, or
- have a visual or hearing impairment, or
- will have difficulty sitting for the duration of the graduation ceremony (up to an hour and a half), or
- if you have any other concern about the arrangements for your graduation.
Further information on disability and graduation is available on the Registry webpage or, if you would rather, please contact the Student Disability Service on 0141-330 5497 or e-mail: disability@glasgow.ac.uk.

2.12 Publication and broadcast of graduation information/images
Lists of names and degrees (not classifications) of each day’s graduates are provided to a variety of newspaper publications, some of which also publish on the Internet. If you do not want to be included in these publications, please ensure you tick the appropriate box in your graduation enrolment.

Graduands, guests and staff attending a graduation should be aware that graduation ceremonies are regarded as public events. Names and colleges of graduands are published in the graduation programme. Audio and visual images of the ceremony are publicly available via the sale of DVDs of each ceremony; a live "on-campus" video link-up; a live "worldwide" broadcast of the ceremony via the internet; and an archive “post-event” via the internet at https://www.gla.ac.uk/events/graduations/

3.0 GRADUATION DAY -
Detailed information for your graduation day will be available at the appropriate time when you must download and retain the Graduation Day Guide.

3.1 At what time do I need to arrive at the University?

For ceremonies commencing at 11.00am
8:40am. You should arrive at the University to register for your ceremony and collect your 2 guest tickets plus any additional tickets you may have been allocated and then proceed to collect your gown and hood. If you do not attend at the time stated you might not be permitted to graduate.

- After registering and collecting your robes you will be free until 10:00am.
- You must arrange to meet with your guests to pass them their tickets.
- At 10:00am you must be at the Assembly Points on Level 4 of the Main (Gilbert Scott) Building.
- You will receive a detailed Summary of Proceedings when you register on the day of your ceremony.
- Guests will be admitted to the Bute Hall from 10:30am.

For ceremonies commencing at 12 noon
9:40am. You should arrive at the University to register for your ceremony and collect your 2 guest tickets plus any additional tickets you may have been allocated and then proceed to collect your gown and hood. If you do not attend at the time stated you might not be permitted to graduate.

- After registering and collecting your robes you will be free until 11:00am.
- You must arrange to meet with your guests to pass them their tickets.
- At 11:00am you must be at the Assembly Points on Level 4 of the Main (Gilbert Scott) Building.
- You will receive a detailed Summary of Proceedings when you register on the day of your ceremony.
- Guests will be admitted to the Bute Hall from 11:30am.

For ceremonies commencing at 4.00pm
1:40pm. You should arrive at the University to register for your ceremony and collect your 2 guest tickets plus any additional tickets you may have been allocated and then proceed to collect your gown and hood. If you do not attend at the time stated you might not be permitted to graduate.

- After registering and collecting your robes you will be free until 3:00pm.
- You must arrange to meet with your guests to pass them their tickets.
- At 3.00pm you must be at the Assembly Points on Level 4 of the Main (Gilbert Scott) Building.
- You will receive a detailed Summary of Proceedings when you register on the day of your ceremony.
- Guests will be admitted to the Bute Hall from 3:30pm.

There are no Cloakroom facilities available on the day of your graduation, however, a Bag Drop Off area has been arranged and this will be located at the North Front of the University close to the Memorial Gates as large bags will not be allowed in Bute Hall.

3.2 How long will the ceremony last?
The graduation ceremonies last approximately one hour and drinks will be served afterwards.
3.3 What do I wear?
University Guidelines:
**For men:** Dark trousers and jacket or suit with white shirt, black shoes or boots, and unpatterned black tie. National or military dress may be worn.

**For women:** Dark trousers, skirt or suit with white blouse, or white or dark dress; dark shoes; tie, if worn, to be black. National or military dress may be worn.

3.4 University Chapel Graduation Service/Roman Catholic Graduation Mass of Thanksgiving
Short services are held on the graduation days for graduands and their guests, they last no longer than 15 minutes and tickets are not required for either service. Graduands should wear their gown (but not the hood) at the Service.

Service of Thanksgiving, University Memorial Chapel, West Quadrangle, Main Building
Roman Catholic Graduation Mass of Thanksgiving, Turnbull Hall, 15 Southpark Terrace
Service times are shown at - [https://www.gla.ac.uk/services/registry/graduation/day/#/maincampus](https://www.gla.ac.uk/services/registry/graduation/day/#/maincampus)

**For Prayer and Reflection –**
The Interfaith Room, next to the Ferguson Room, 1A The Square, Main Building:
Open: 9.00am – 5.00pm - Monday to Friday

3.5 Parking
Please remember that parking in the vicinity of the University will be difficult, especially on weekdays, and you are advised to consider using public transport or taxi to get to the University. No parking will be available on campus on weekdays.

3.6 Portrait Photography and Graduation DVD
**Portrait Photography**
Ede & Ravenscroft Ltd provide the University’s official portrait photography service; they are normally located in the Hunter Halls on graduation days. Further information of the photography service and also to make an advance booking is available via the web at [www.gownhire.co.uk](http://www.gownhire.co.uk) or you may pay on the day of your graduation. Ede & Ravenscroft offer additional photography sessions at certain times of the year. This allows students who graduate in absentia the opportunity to have photographs taken or if you wish to avoid queuing on the day of your graduation. Gowns and hoods are provided free of charge. Check the Registry webpage for the dates, times and location of these additional photography sessions.

**DVD Recordings**
The official DVD of your graduation ceremony can be ordered in advance at – [https://www.gla.ac.uk/events/graduations/dvd/](https://www.gla.ac.uk/events/graduations/dvd/)
It is also possible to purchase a graduation DVD on the day of your graduation at the University Gift Shop.

3.7 Toilets
Toilets are situated by the University Gift Shop and at the entrance to Hunter Halls. Disabled persons toilets are located off of the Concert Hall Foyer, West Quadrangle of the Main Building and can be accessed via the lift located outside the University Gift Shop.

3.8 The Welcome Point/Campus Tours
The Welcome Point is a visitor information centre based in the McIntyre Building (beside the University’s Main Gate) with friendly staff on hand to answer questions, give advice and provide directions relating to the campus. The Hunterian Museum, the Hunterian Art Gallery and some University Departments may be open to visitors. Campus tours are offered by the Students Representative Council although these are not normally available on graduation days.

3.9 Light Refreshments
Breakfast and refreshments are available in the John McIntyre Café, One A The Square and Food to Go (situated in the Fraser Building).

3.10 Contact Us
If you have any queries about graduation please:
- e-mail graduation@glasgow.ac.uk or
- Write to the Registry Graduation Team, University of Glasgow, Level 2, The Fraser Building, 65 Hillhead Street, Glasgow G12 8QQ.
- All graduation information is available from [www.gla.ac.uk/graduation](http://www.gla.ac.uk/graduation).