PLEASE RETAIN THIS INFORMATION SHEET UNTIL YOUR GRADUATION

1. Timetable of Events

For ceremonies commencing at 11:00am

<table>
<thead>
<tr>
<th>Time</th>
<th>Location</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:40am</td>
<td>Concert Hall Foyer, West Quadrangle, Main Building (queue in cloisters)</td>
<td>Registration and collection of guest tickets by graduands. You must register at the time stated. If you do not you may not be permitted to graduate. Followed by collection of robes from robe maker in Hunter Halls. Robes should be returned by 3.00pm.</td>
</tr>
<tr>
<td>9:30am</td>
<td>University Chapel</td>
<td>The Chancellor and Vice Chancellor welcome graduands staff, family and guests to this short ecumenical Service of Thanksgiving in the beautiful University Chapel.</td>
</tr>
<tr>
<td>1.05pm</td>
<td>Turnbull Hall, 13-15 Southpark Terrace</td>
<td>Roman Catholic Graduation Mass of Thanksgiving.</td>
</tr>
<tr>
<td>9:00am</td>
<td>University Chapel</td>
<td>For Prayer and Reflection, The Interfaith Room, next to the Ferguson Room, 1A the Square</td>
</tr>
<tr>
<td>10:00am</td>
<td></td>
<td>Graduands must be at the assembly points on Level 4 of the Main Building. You will be provided with a detailed instruction sheet at registration on your graduation day.</td>
</tr>
<tr>
<td>10:30am</td>
<td>Bute Hall</td>
<td>Guests admitted (Entrances sign posted from Cloisters).</td>
</tr>
<tr>
<td>11:00am</td>
<td>Bute Hall</td>
<td>Ceremony commences.</td>
</tr>
<tr>
<td>12:00-12:30pm</td>
<td>Quadrangles</td>
<td>Ceremony concludes. Drinks served.</td>
</tr>
</tbody>
</table>

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.

For ceremonies commencing at 4:00pm

<table>
<thead>
<tr>
<th>Time</th>
<th>Location</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:40pm</td>
<td>Concert Hall Foyer, West Quadrangle, Main Building (queue in cloisters)</td>
<td>Registration and collection of guest tickets by graduands. You must register at the time stated. If you do not you may not be permitted to graduate. Followed by collection of robes from robe maker in Hunter Hall West Robes should be returned by 6.30pm.</td>
</tr>
<tr>
<td>1.05pm</td>
<td>Turnbull Hall, 13-15 Southpark Terrace</td>
<td>Roman Catholic Graduation Mass of Thanksgiving.</td>
</tr>
<tr>
<td>2.45pm</td>
<td>University Chapel</td>
<td>The Chancellor and Vice Chancellor welcome graduands staff, family and guests to this short ecumenical Service of Thanksgiving in the beautiful University Chapel.</td>
</tr>
<tr>
<td>9:00am</td>
<td>University Chapel</td>
<td>For Prayer and Reflection, The Interfaith Room, next to the Ferguson Room, 1A the Square</td>
</tr>
<tr>
<td>3:00pm</td>
<td></td>
<td>Graduands must be at the assembly points on Level 4 of the Main Building. You will be provided with a detailed instruction sheet at registration on your graduation day.</td>
</tr>
<tr>
<td>3:30pm</td>
<td>Bute Hall</td>
<td>Guests admitted (Entrances sign posted from Cloisters).</td>
</tr>
<tr>
<td>4:00pm</td>
<td>Bute Hall</td>
<td>Ceremony commences.</td>
</tr>
<tr>
<td>5:00-5:30pm</td>
<td>Quadrangles</td>
<td>Ceremony concludes. Drinks served.</td>
</tr>
</tbody>
</table>

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.

2. Disability Support

We want all students graduating to be able to enjoy this special day and we would encourage anyone with a disability to contact us in advance so that we can agree with you how we may best support you on the day. Graduation ceremonies take place in the Bute Hall of the University. This is located on the first floor of the main Gilbert Scott Building. Access to the Bute Hall (and the graduand assembly points) is via the main staircase; however, lift access is located behind the south front entrance.
Please get in touch with us if you 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,

To contact us please the Graduation Access Form available at -
https://www.gla.ac.uk/myglasgow/registry/graduation/facilities/#/maincampus

Support for guests
The graduation ceremonies take place in the Bute Hall of the University located on level 4 of the main Gilbert Scott Building. Level 4 is accessible by staircase but elderly or disabled guests may find it easier to use the lift located outside the University Visitors Centre (A11 on the Campus Map). When you register on the day of your ceremony you must request appropriate tickets for your guests with any breathing or mobility difficulties. If you anticipate any of your guests accessing Bute Hall or sitting for the duration of the ceremony, please complete the ‘Graduation Access Form’ available at –
https://www.gla.ac.uk/myglasgow/registry/graduation/facilities/#/maincampus

Disabled Parking
We are able to arrange parking on campus for guests who are blue badge holders. If you have a blue badge and need a parking space on campus to enable you to attend a graduation ceremony, please complete the Graduation Access Form available at -
https://www.gla.ac.uk/myglasgow/registry/graduation/facilities/#/maincampus

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.

4. 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. Gowns and hoods may be hired from Ede & Ravenscroft Ltd, the University's official robe makers. **If you have not already done so please hire your robe immediately.** Robes may be hired on-line at www.gownhire.co.uk. Please note that if you do not qualify to graduate, your hire charge will be refunded by Ede and Ravenscroft Ltd., 46 Frederick Street, Edinburgh EH2 1EX. Tel: 0131-225-5477.

5. Guest Tickets
Each graduand will receive tickets for two guests to attend the ceremony. You may apply for additional tickets at the time of enrolment. Requesting additional tickets does not guarantee that you will obtain any as they are allocated by a lottery system. If you have been successful in the lottery you will be notified of the outcome of your request by email week beginning Monday 28 May 2018. Guest tickets are distributed at registration on the day of your graduation.

6. Keep us Updated
Once you have enrolled to graduate you must ensure that any change of circumstances which may affect your enrolment status (e.g. change from attending to in absentia) or ability to graduate (e.g. if you are unsuccessful in your examinations) is notified to the Registry. To keep us updated please use the Graduation Enrolment Update Form at www.gla.ac.uk/services/registry/graduation. **Remember** if you fail to attend your graduation ceremony without prior notification to the Registry, your graduation will be treated as ‘in absentia’. Your parchment will be posted to the home address listed in your MyCampus record and you will be unable to attend a ceremony at a later date.

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

8. University Chapel Graduation Service/Roman Catholic Graduation Mass of Thanksgiving
Short services are held prior to the graduation ceremony 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 Dedication, University Memorial Chapel, West Quadrangle, Main Building:**
- 9.30am (for 11.00am ceremonies),
- 2.45pm (for 4.00pm ceremonies).

**Roman Catholic Graduation Mass of Thanksgiving, Turnbull Hall, 15 Southpark Terrace:**
- 1.05pm (for all ceremonies)
9. Graduation Photography, Recordings and Gifts

   Portrait Photography
   Ede & Ravenscroft Ltd provide the University’s official portrait photography service and are located in Hunter Hall East. Further details of their service and information on how to make an advance booking is available at www.gownhire.co.uk, alternatively, you can pay on graduation day.

   Graduation Recordings
   Graduation ceremonies are recorded and edited to produce a high quality DVD or credit card style USB drive which you can order in advance. Recordings are posted out to the location of your choice. Information on how to order is available at https://www.gla.ac.uk/events/graduations/dvd/

   Graduation Memorabilia
   The University Gift Shop sells a range of gifts to celebrate your graduation and remind you of your time at University. You can choose from a selection online at: www.glasgow.ac.uk/shop for worldwide delivery, or free collection on campus.

   Webcast
   There will be a live webcast of the ceremony at https://www.gla.ac.uk/events/graduations/. Access to the archive of previous ceremonies is also available.

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 recordings 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/recordings/.

10. Newspaper Lists

   Lists of names and degrees (not classifications) of each day’s graduates are provided to a variety of newspaper publications. Some of these also publish on the internet. If you do not want to be included in the list we send to these publications, please ensure you tick the box on your graduation enrolment form.

11. Other Matters

   The Visitor’s Centre provides displays and information about the University and arranges guided tours of the campus (not available on days of graduation ceremonies). The Hunterian Museum, Gilbert Scott Building, the Hunterian Art Gallery and some departments may be open to visitors.

   Toilets, including disabled persons toilets, are situated by the Visitor’s Centre.

   Breakfast and light refreshments are available in, One A, The Square and Food to Go (situated on Level 3 of the Fraser Building).

   The graduation ceremony will last approximately one hour and drinks will be served afterwards.

   If you have any queries about Graduation arrangements please write to the Registry - Graduation Team, Level 2, The Fraser Building, 65 Hillhead Street, G12 8QQ, or e-mail graduation@glasgow.ac.uk. Further information on graduation is also available on the Registry website at – www.gla.ac.uk/services/registry/support/graduation

   Finally, may we wish you and your family and friends an enjoyable graduation day.

Registry
May 2018

CHECKLIST

BEFOREHAND

• Ensure you know the correct date and time of your graduation. The graduation timetable can be found at www.gla.ac.uk/graduation
• Hire your robes - www.gownhire.co.uk

ON GRADUATION DAY

• Arrive at the University in time to register for your graduation and collect your guest tickets.
• Collect your robes.
• Pass your guest tickets to your guests before you have to assemble for your ceremony.
• Assemble for your ceremony as detailed on the instruction sheet handed to you at registration.