

## Important Information for Graduands

### **Registration and Robing**

Graduands should assemble for final registration and robing in the St Marylebone Parish Church, 17 Marylebone Road London NW1 5LT between 12.00 and 1.00pm. **The timing of each part of the ceremony has been very carefully planned, and you are asked to assist the University by being on time for registration.** Please note that Graduands arriving within 30 minutes of the ceremony may not be permitted to graduate.

### **Special Arrangements for Graduands**

If you are physically or visually impaired and require special arrangements (e.g. wheelchair access) to enable you to graduate in person, please contact Elizabeth Thomson by email ([elizabeth.thomson@uws.ac.uk](mailto:elizabeth.thomson@uws.ac.uk)) or by telephone on 0141 848 3858 at least 7 days before the ceremony.

### **Dress for Graduands/Diplomates**

All Graduands are required to wear the full dress gown and to carry the hood relevant to the award they are about to receive; no other gown or hood should be worn. Mortar boards are NOT to be worn. Academic dress can be bought or hired from the University's Robemaker, Ede & Ravenscroft ([www.edeandravenscroft.com](http://www.edeandravenscroft.com)). Please note that you should hire your gown by 11<sup>th</sup> January 2018 at the latest. I would advise you not to purchase or hire your gown from any other supplier as the quality and design cannot be guaranteed. Any student whose academic dress does not match the University's design requirements will not be admitted to the ceremony.

You should dress as appropriate for a formal occasion. The recommended attire is:

**For Men:** Dark lounge suit, white shirt, dark tie and black shoes. Recognised national dress may be worn.

**For Women:** Dark skirt or dark dress trousers, white blouse, black shoes. Recognised national dress may be worn.

You may not be permitted to graduate unless you are appropriately dressed.

### **Reception**

Directly after the ceremony, graduates and their guests are warmly invited to a reception where light refreshments will be served. This will provide an opportunity for you to continue to celebrate your academic success.

### **Award Parchments**

At the ceremony, you will be presented with your degree or award parchment. This is a legal and important document which should be kept securely and carefully. Please be aware that photographs of your parchment should be kept private, and should not be posted on social media, due to the dangers of unauthorised access to personal data or illegal copying of the University crest.

If you require any further assistance, please contact Student Administration by e-mail [london.graduation@uws.ac.uk](mailto:london.graduation@uws.ac.uk) or by phone 0141 848 3688. Information can also be found on the University website at [www.uws.ac.uk/graduation](http://www.uws.ac.uk/graduation).