

### Important Information for Graduands

Please note:

- **Graduation Ceremony will be held in the Town House, Lower Auchingramont Road Hamilton**
- **Gown collection and Photographer will be at St Mary's Episcopal Church, Auchingramont Road, Hamilton, ML3 6JT.**
- **Graduation Reception will be held in the Town House, Lower Auchingramont Road Hamilton**

### Registration and Robing

- Collect your gown from St Mary's Episcopal Church from 2.45pm.
- If you have time, you will have the opportunity to have your photograph taken; this will take place in the Almond Hall, St Mary's Episcopal Church (Please see information about photographs below)
- You should then make your way to the Town House which is only a 5 minute walk away
- **You must register for graduation at the Town House from 4.15pm and no later than 4.45pm.** (see map with location of the Town House)
- You must be seated in the Town House by 5.00pm.

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 / Diplomates 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 Margaret Hutton by email ([margaret.hutton@uws.ac.uk](mailto:margaret.hutton@uws.ac.uk)) or by telephone on 01698 283100 Ext 8452 at least 7 days before the ceremony.

### Dress for Graduands/Diplomates

All Graduands/Diplomates 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 at least 21 days prior to the date of your graduation ceremony. 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. A kilt may be worn with dark jacket. Recognised national dress may be worn.

**For Women:** Dark skirt or dark dress trousers, white blouse, black shoes. Graduands are advised to wear low heeled shoes as there are steps up to the platform. Recognised national dress may be worn.

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

### **Photographer**

The University's official Graduation photographers are Success Photography Ltd and you can place your order via their website at [www.successphotography.com](http://www.successphotography.com). Success Photography will be available the Almond Hall, St Mary's Episcopal Church from 2.45pm on graduation day. Photographs can be taken before or after your ceremony. If you have not sent in an order then Success Photography will be happy to make the necessary arrangements on Graduation day.

### **Reception**

Directly after the ceremony, graduates and their guests are warmly invited to a reception in the Town House, Hamilton 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.

### **Additional Guest Tickets**

Depending on the numbers graduating at the ceremony, there may be additional guest tickets available. Should this be the case, the ballot for the extra tickets will be drawn on the 1<sup>st</sup> November 2018 and we will email you later that day regarding the outcome of the ballot. If successful, you will receive additional instructions about payment and collection.

**If you require any further assistance, please contact Student Administration by e-mail [hamilton.graduation@uws.ac.uk](mailto:hamilton.graduation@uws.ac.uk) or by phone 01698 283100 Ext 8452.**

**Information can also be found on the University website at [www.uws.ac.uk/current-students/graduation](http://www.uws.ac.uk/current-students/graduation)**