

Information for Guests at Graduation

Access to Graduation Ceremonies

Please note that access to the Graduation Ceremonies is **by ticket only**. All guests including any children must hand in a ticket at the hall entrance in the Town House, Hamilton in order to ensure admission. Please do not travel to the ceremony without a ticket as we will not be able to allow you entry. . Access to the venue is by the entrance in Lower Auchingramont Road. **Guests should be seated no later than 30 minutes before the ceremony.**

When making your arrangements for the day you should note that graduation is a formal ceremony. The entire proceedings can take up to two hours and are therefore considered unsuitable for pre-school children.

Cloakroom Facilities

Cloakroom and toilet facilities are available throughout the venue.

Disabled Access

The Town House offers level access to all areas outwith the upper circle in the Main Hall. The facility has passenger lifts giving access throughout, low level service points, induction loop facilities at all receptions/service points. There are ramps to each public entrance and entry doors are either automatically controlled or on 'hold open' mechanisms. If you are physically or visually impaired and require any special assistance, please let the University know as early as possible by contacting Margaret Hutton (margaret.hutton@uws.ac.uk or 01698 283100 Ext 8452). When you arrive at the Town House please make yourself known to the marshals who will direct you.

Car Parking

Please note that there is no parking at the Town House itself. However, there are several public car parks within walking distance of the Town House as well as street parking on Cadzow Street. (Parking charges apply) Spaces are limited so please allow extra time for parking.

Mobile Phones and Photography

Please ensure that all mobile phones are on silent mode throughout the proceedings. Photographs may be taken during the ceremony, although we ask that you are considerate to other guests sitting adjacent to you.

Data Protection

Graduands and guests attending the graduation ceremonies should be aware that graduation ceremonies are regarded as public events. Video recordings and photographs may be taken at the ceremonies for University marketing and publicity purposes.

If there is anything further which we can do to ensure that your day is an enjoyable one, please contact Student Administration by e-mail hamilton.graduation@uws.ac.uk by phone 01698 283100 Ext 8452 Information can also be found on the University website at www.uws.ac.uk/current-students/graduation