

## **Important Information for Graduands**

Please note:

- **Graduation Ceremony will be held in Troon Concert Hall**
- **Gown collection and Photographer will be at the Portland Church Hall**
- **Map of venues is enclosed**

### **Robing and Registration**

- You must collect your gown from Portland Church Hall from 11.30am (see map with location of the Church)
- If you have time, you will have the opportunity to have your photographs taken; this will take place in Portland Church Hall (please see information about photographs below)
- **You must register for graduation in Troon Concert Hall from 12.45 and no later than 1.30pm** (see map with location of the Concert Hall)
- **You must be seated in the Concert Hall by 2.00pm**

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 email us at [ayr.graduation@uws.ac.uk](mailto:ayr.graduation@uws.ac.uk) **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)). You are advised 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**

Success Photography, the University's official graduation photographers, will be available in the Portland Church Hall from 11.30am or after the ceremony. You can place your order via their website at [www.successphotography.com](http://www.successphotography.com). 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 Walker Hall at the Concert Hall 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 30<sup>th</sup> October 2018. We will notify you by email if you have been successful in the ballot with additional instructions on how to collect these tickets.

**If you require any further information, please contact:  
Student Administration (Ayr) 01292 886309  
or e-mail [ayr.graduation@uws.ac.uk](mailto:ayr.graduation@uws.ac.uk)**