

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**

Registration and Robing

- Gowns may be collected 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 **at least 7 days before the ceremony.**

Dress for Graduands/Diplomates

All Graduands are expected 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 may be hired from the University's Robemaker, Ede & Ravenscroft (www.edeandravenscroft.com). Please note that you should hire your gown at least 21 days prior to the date of your graduation ceremony. You are advised not to hire your gown from any other supplier as the quality and design cannot be guaranteed.

Graduation is a formal academic occasion and you should dress accordingly. You should attend in formal wear and comfortable shoes, bearing in mind there may be stairs and a platform to be crossed when you are capped and hooded. Alternatively, you are also very

welcome to wear recognised traditional national dress. You should not attend in denim jeans or shorts.

The UWS academic gown is black. You may find it helpful to note that the gown will not completely cover your clothes and does not fasten at the front. The signature colour of UWS academic hoods is red and includes a self-coloured paisley pattern design.

You will have to walk to the platform, there may be some standing in line and steps to go up, then you will be invited to shake hands with the Chancellor or Vice Chancellor should you so wish. You should not carry anything with you in your hand. When you are presented to the Chancellor or Vice Chancellor, you will need to bend slightly to be capped and hooded.

Our ceremonies are live streamed on YouTube so while of course you want to look your best, you will also want to feel comfortable and confident as you approach your big moment.

Please do not bring large bags or luggage to the ceremony as this cannot be accommodated.

Photographer

The University's official Graduation photographers are Success Photography Ltd and you can place your order via their website at www.successphotography.com. Success Photography will be available in the Portland Church Hall from 11.30am or after the ceremony. If you have not sent in an order then Success Photography will be happy to make the necessary arrangements on Graduation day.

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.

Publication & Photographs

Crowd shots will be taken by the University photographers at the venue and at our graduation receptions and these may include images of you and your guests.

During the ceremony and the subsequent celebrations, members of University staff will be present taking photograph and this may include photographs of you and your guests as individuals or part of a small group. These images may be used on the graduation website and on the University's social media channels. They may also be used in future graduation brochures and booklets and in our marketing and promotional materials both in the UK and overseas.

We will use these images in both printed and electronic format and may use them for a period of up to 5 years after they have been taken. The photographer will ask for you and your guests' verbal consent before taking any pictures of you individually or as part of a small group. If you do not wish for your photograph to be taken and used in the way described above, you should tell the photographer when they ask for your consent.

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.

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

**Information can also be found on the University website at
www.uws.ac.uk/current-students/graduation**