

Graduation FAQ

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How do I/when should I register for the graduation ceremony?

Forms should be completed as directed below and returned no later than **6th April 2012** along with relevant payment to the exams and graduation office. Bank notes should not be sent by post. Payment can also be made by cheque or by credit/debit card payment at the Enquiry Centre, 2 Airlie Place, Dundee, DD1 4HN.

Graduation Registration through eVision

Your Dundee email and eVision accounts will remain active for you to register for graduation. Should you have trouble accessing your accounts please contact the IT Helpdesk on 01382 388000.

If we think you will be graduating this academic session a link will appear in your [eVision](#) account. Please note that forms **MUST** be printed once completed through eVision (you can only complete the registration process once). If we do not receive the paper graduation form we will not know that you intend to graduate and you may **not** be permitted to attend the ceremony.

If you are not in your final year and wish to graduate with a non-honours award, please ensure that you have informed your appropriate School Office who will in turn inform the Registry to enable you to register and graduate this session. If you feel that you should have the link in your eVision account, but can not see this, please contact graduation@dundee.ac.uk.

Staff *who are also students* should please note that they must logon to their STUDENT eVision account to access the graduation task. If you cannot gain access at all to eVision, please contact the [ICS Service Desk](#) by telephone on 01382 388000 Monday - Friday, 8:45am - 5:00pm.

An email will be sent to your GroupWise account confirming completion of the eVision task. Do not delete this email as you may be asked to produce it at a later time.

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Which ceremony do I attend?

Please see what ceremony you should attend by looking for your School or College in the list below;

Date and Time	Colleges	Schools
10am Tuesday 19 June	CASE	DoJ College of Art and Design Engineering, Physics & Mathematics
2.30pm Tuesday 19 June	CASS CASE	Humanities Psychology Computing
10am Wednesday 20 June	CASS	Business Environment Graduate School
2.30pm Wednesday 20 June	CASS	Education, Social Work and Community Education Law
10am Thursday 21 June	CMDN CLS	Nursing and Midwifery Life Sciences
2.30pm Thursday 21 June	CMDN	Dentistry Medicine

Should you not register for your Graduation ceremony we will assume you wish to Graduate in absence. You will not be permitted to attend a ceremony in the future.

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What is the Graduates Registration Fee?

Students who are graduating in this University for the first time are required to pay a Registration fee of £40 for membership of the Graduates' Council.

For more information refer to [University Ordinance 39 \(.pdf\), paragraph 6](#)

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How many guest tickets can I request/will I receive?

Each student can reserve up to 4 guest tickets. Graduands themselves do not require tickets. Children are not required to have a guest ticket of their own if they can sit on an adult's knee who is in possession of a ceremony ticket (see below).

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When will I receive my guest tickets? – New Information – Please Read

We are now issuing eVouchers for our Graduation ceremonies. You will receive two emails from us. One will be for your guest tickets. The other email will be for your free Garden Party ticket. You will have to exchange your vouchers for guest and Garden Party tickets and we will provide details of where this can be done on Monday and Tuesday of Graduation week. We will also be in attendance in the Marryat Hall between 4 and 6 pm the evening before your ceremony and you can exchange your vouchers at this time also. This is the same time as you should collect your gown. You must bring copies of the eTickets with you to be exchanged. We will NOT issue guest tickets or Reception tickets without them. Guests will not be permitted entry to the Caird Hall without a valid Ticket. Only under exceptional circumstances should you have your eVouchers exchanged on the day of your ceremony. A family member or friend can present your eTickets but they must bring ID and the eTickets sent to you.

We will issue a statement to your Dundee university email about the availability of spare guest tickets for the ceremonies. If there are extra tickets for your ceremonies they will be issued on a first come first-served basis during the eVoucher exchange sessions.

Please only ask for the tickets you will definitely use. We don't want empty seats in the Caird Hall and others may need those tickets. If you have tickets that you know you won't use please return them to us so we can issue them to others.

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Can I bring children to the graduation ceremony/Reception?

Graduation ceremony

Children can attend the graduation ceremony but please bear in mind that this is a formal occasion lasting up to two hours and children may become restless. Children do not require a guest ticket if they are able to sit on an adult's knee who is in possession of a guest ticket, otherwise you will be required to request a guest ticket for the child.

Garden Party

Children aged 10 and under are free, and do not require a ticket for the Garden Party.

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How long does the graduation ceremony last?

Graduation ceremonies do not normally last longer than two hours.

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When will I receive my degree certificate?

If you have already received your certificate and wish to attend the graduation ceremony, don't worry this is normal practice and does not mean that we think you will not be attending the ceremony. No graduand receives their certificate on the stage during the ceremony. Graduands who are still to receive their certificate will do so after crossing the floor (please see [what happens at the ceremony itself?](#)). If you choose to graduate 'in absentia' certificates will be sent after the date of graduation, providing there is no outstanding debt to the University.

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University debt and Graduation

Should you owe money to the University this will have implications for graduation. Should your debt be greater than £100 you will not be allowed to attend graduation and your name will not appear in the graduation booklet. You will be allowed to attend the graduation ceremony if your debt is below £100 and your name will appear in the booklet but you will only receive your certificate if the debt is below £10. **It is your responsibility to clear outstanding debt as soon as possible.** The deadline for clearing debt to the University is 1st June 2012. Should you clear debt after this date your name will not appear in the Graduation booklet but you may be allowed to graduate.

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Assistance for Graduands and Guests with Disabilities

Graduands are expected to negotiate two short flights of stairs during the graduation ceremony. If you know now that you are likely to have difficulty for any reason in negotiating the stairs, please download the **Extra Help** form from the website and return it to the Graduation Office as soon as possible so that we can make suitable arrangements for you. We will do all that we can to ensure that things go smoothly for you on the day. If any of your guests have disabilities, please inform us (as above) to ensure suitable seating arrangements can be made.

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What are the academic dress requirements for the graduation ceremonies?

Graduating students should book their gowns online through the Official Robemakers: [Ede and Ravenscroft](#). This should be done prior to the ceremony and surplus stocks may not be available and those who have not made prior arrangements for the hire of gowns and hoods may not be able to obtain them on the day of the ceremony. If you do not have a gown and hood you will NOT be permitted to cross the stage and will be graduated in absence.

Graduands attending the ceremony are expected to dress suitably and to wear the academic attire prescribed for their particular degree. It is recommended that male graduands wear a dark suit, white bow tie and dark shoes and that female graduands wear a white blouse with a dark skirt or trousers or a white or dark dress and dark shoes. National dress may be worn by graduands of either sex if they prefer. Graduands dressed inappropriately may be refused admission to the ceremony.

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Guest attire

Graduation is an important day for the graduating student. However, it is also an important day for family and friends who have provided support during the student's time at university. As the ceremony is an important occasion we suggest that family and friends take full advantage of this and dress to impress! (We're not suggesting you buy a new wardrobe – but please dress smartly)

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What happens at the ceremony itself?

Picking up your gown

The robemakers will be in attendance in the Marryat Hall within the Caird Hall in City Square between 4.00 pm and 6.00 pm on Monday 18th June and all graduands attending ceremonies should collect their gowns and hoods at that time.

Tuesday Ceremonies

The robemakers will be in attendance in the Marryat Hall within the Caird Hall in City Square between 4.00 pm and 6.00 pm on Monday 18th June and all graduands attending the Tuesday ceremonies should collect their gowns and hoods at that time.

Exceptionally, graduands attending the **Tuesday morning ceremony** who are unable to collect their gowns and hoods in advance, as recommended, should uplift them on Graduation day before 9.15 am, from the Marryat Hall, within the Caird Hall.

Exceptionally, graduands attending the **Tuesday afternoon ceremony** who are unable to collect their gowns and hoods in advance, as recommended, should uplift them on Graduation day after 12.00 pm, from the Marryat Hall, within the Caird Hall.

All gowns and hoods on hire must be returned to Room T8 in the Tower Building by 7.30 pm, at the very latest, on Tuesday 19th June 2012.

Wednesday Ceremonies

The robemakers will be in attendance in the Marryat Hall within the Caird Hall in City Square between 4.00 pm and 6.00 pm on Tuesday 19th June and all graduands attending the Wednesday ceremonies should collect their gowns and hoods at that time.

Exceptionally, graduands attending the **Wednesday morning ceremony** who are unable to collect their gowns and hoods in advance, as recommended, should uplift them on Graduation day before 9.15 am, from the Marryat Hall, within the Caird Hall.

Exceptionally, graduands attending the **Wednesday afternoon ceremony** who are unable to collect their gowns and hoods in advance, as recommended, should uplift them on Graduation day after 12.00 pm, from the Marryat Hall, within the Caird Hall.

All gowns and hoods on hire must be returned to Room T8 in the Tower Building by 7.30 pm, at the very latest, on Wednesday 20th June 2012.

Thursday Ceremonies

The robemakers will be in attendance in the Marryat Hall within the Caird Hall in City Square between 4.00 pm and 6.00 pm on Wednesday 20th June and all graduands attending the Wednesday ceremonies should collect their gowns and hoods at that time.

Exceptionally, graduands attending the **Thursday morning ceremony** who are unable to collect their gowns and hoods in advance, as recommended, should uplift them on Graduation day before 9.15 am, from the Marryat Hall, within the Caird Hall.

Exceptionally, graduands attending the **Thursday afternoon ceremony** who are unable to collect their gowns and hoods in advance, as recommended, should uplift them on Graduation day after 12.00 pm, from the Marryat Hall, within the Caird Hall.

All gowns and hoods on hire must be returned to Room T8 in the Tower Building by 7.30 pm, at the very latest, on Thursday 21st June 2012.

Please remember to hire your gown and hood. There is no guarantee that extra gowns and hoods will be available on the day. Should you not have a gown and hood you will not be permitted to cross the stage.

Official Photographers

The University's official photographers are [Ede and Ravenscroft](#), they will be the only photographers in attendance at the Caird Hall.

BEAT THE QUEUES PHOTOGRAPHY

Photography queues on Graduation day can be lengthy and as this is a day for you to spend celebrating with your family and friends, Ede and Ravenscroft have decided to open photography studios on Tuesday afternoon from 4 till 6 pm in the Marryat Hall, within the Caird Hall. This means you can pick up your gown, exchange your eVouchers and have your photographs taken at the same time. You will have to wear your graduation outfit for the photographs but will leave Graduation day free to spend with the people that are important to you.

Finding your allocated seat

You should be gowned and ready to pick up your place ticket **60 minutes before the ceremony is due to begin**. Place tickets are issued in the Marryat Hall. There is a separate table for each School/College and you should queue up in front of the appropriate table to receive your ticket. You will also be able to pick up a graduation programme. **We will stop issuing tickets 30 minutes before the ceremony; your punctuality is therefore vital**. Only ticket holders will be allowed to graduate in person; late-comers will not be passed before the Chancellor to be capped and will instead have their degrees conferred upon them in absence.

Your ticket will identify the seat number which you have been allocated. When you have received this ticket, you should make your way into the Caird Hall where University staff will help you find the seat reserved for you. It is very important that you do not move from this seat until you are conducted to the stage. Do not change places with anyone for any reason and do not close any gaps. Please hold on to your ticket and produce it if required to do so by a University officer.

Procedure at graduation for first degree graduands and non-doctoral Higher degree graduands

At the appropriate time graduands who are graduating with a first degree or with a non-doctoral Higher degree will be led, a row at a time, towards the platform. Your name will be checked by one University Marshal at the top of the stairs and by a second Marshal on the platform. Then, when your name is called out by your Head of School/College, you should approach the Chancellor, turn to face

him and incline your head to be capped. You should not kneel to be capped, nor should you shake hands with the Chancellor.

Procedure at graduation for doctoral Higher degree graduands

Doctoral graduands should not wear their hood but should instead carry it over their right arm. You will be ushered to the platform. When your name is called, you should approach the Chancellor. The Bedellus will take your hood from you. You should turn to face the Chancellor and incline your head to be capped. The Bedellus will then place your hood over your head.

Collecting your degree certificate and returning to your seat

After you have been capped, you should simply continue across the stage and out through the door on the far side. This door leads to the south corridor where you will receive your degree certificate if you don't have it already. Thereafter, you will be guided back into the Caird Hall through the South Central door. You should then return to your original seat.

Close of ceremony

When the Chancellor declares the ceremony closed, the platform party will leave the stage and process down the centre aisle leaving the hall through the north side centre aisle doors. New graduates should join the rear of the procession (on instruction by University marshals) and exit into City Square. Please do not leave the procession until you reach City Square.

Garden Party

There will be a University Garden Party for graduates and their guests from 4.00 pm to 7.00 pm on each day. This will take place on Campus Green behind DUSA. Admission will be by ticket only. Each graduand will receive one ticket free of charge for him/herself. Guest tickets can be purchased through the University online shop. Children under 10's do not require a ticket.

Contact Details

By Post: The Examinations and Graduation Office, University of Dundee, Dundee, DD1 4HN

Email: graduation@dundee.ac.uk

Tel: +44 (0)1382 385107/386719/384012

Fax: +44 (0)1382 385343