WINTER GRADUATION 2017
Essential information
THINGS TO DO NOW

☐ Order your academic dress by Friday 10 November.

☐ Let us know as soon as possible if you or any of your guests have any disabilities or mobility difficulties and require assistance.

☐ Pay any outstanding bills to the University.

☐ Give your guests the ‘Notes for the day’ information from this booklet.

☐ Make sure you know where you need to go and when on the day.

☐ Look forward to your graduation!

ELIGIBILITY

What if you owe the University money?

If you have an outstanding tuition debt to the University, you will not be told your final result, you will not be allowed to graduate either at the ceremony or in absence, and you will not receive a certificate. Please pay any outstanding bills in full immediately, by Friday 10 November for cash and debit card payments.

If you are unsure whether you have outstanding bills, please check on your RISIS portal.

What if you do not pass or you appeal against your result?

If you do not pass your course or appeal against your result, or we have not received your final result by 12.00 noon Monday 30 October, you will not be able to graduate in December. You will be automatically deferred to a future graduation ceremony. This is still the case even if you have received guest tickets for your ceremony as these will be cancelled.
GRADUATION DAY

Where do the Degree Days take place?
The Degree Days take place on the London Road campus (see maps).

How will you get there?
For information on how to reach the University by car, rail or coach, or from Heathrow or Gatwick airport, please visit
www.reading.ac.uk/about-findindex.aspx

By car
If you are coming by car you will be able to park for free on the Whiteknights campus. Parking is only available at our London Road campus for graduands and guests with disabilities or mobility issues. For sat nav purposes, the Whiteknights postcode is RG6 6UR. Please follow the AA signs for the Queen’s Drive entrance on the Shinfield Road (see map), where Security Officers will direct you to a car park. Toilet facilities will be available in the SportsPark at Whiteknights.

A free shuttle bus service will operate between these car parks and London Road throughout the day, between 7.00 am and approximately 5.30 pm. (The time of the last bus will be announced). When planning your trip please do allow plenty of time in case of queues for the shuttle buses and to ensure graduands have plenty of time to prepare for the ceremony. Buses will drop-off and pick-up from the Acacia Road entrance (see map).

You should arrive at the Whiteknights campus at least two hours before your ceremony is due to begin to allow time to get to the London Road campus, collect your robes, and join your procession. You will need to make allowances for heavy traffic in the town centre.

Taxis
If you would like to book a taxi, in advance, or on the day, please contact Yellow Cars on 0118 966 0660 or 0800 644 644.

Finding your way around the London Road campus
Student ambassadors, wearing red, will be on hand to assist you when you arrive at London Road. There is also an Information Desk situated in the Graduation marquees on the lawns.

The graduation ceremonies
The graduation ceremonies take place in the Great Hall. Seating in the Great Hall is extremely limited which is why we can only give a maximum of two guest tickets to each graduand who has requested them before the published deadline. Any returns or extra tickets will be available on the day 90 minutes before your ceremony from the Information Desk (see A on map).

Guests with tickets for the Great Hall
Please make your way to the guest entrance doors of the Great Hall at least fifteen minutes before the start of the ceremony, and remember to take your guest tickets with you. You may be asked to queue for a short time while the hall is prepared between ceremonies. As space is limited in the Great Hall, you will not be able to take large items such as prams inside. If you arrive late or do not have a ticket, you will only be admitted if space permits, at the discretion of the Chief Hall Marshal. Please take care not to dislodge any seats when entering and leaving the Hall.

Each ceremony lasts approximately one hour. When taking photographs please remember that other guests will be watching their graduands too so please try not to stand and block the view of others.

Guests without tickets for the Great Hall
You can watch the ceremony live on a large screen in Building 22 (see I on map) where seating is available. You do not need a ticket, but entry may have to be restricted for safety reasons. If this facility is in demand, entrance will be permitted on a first-come, first-served basis.
**Guests with disabilities or mobility difficulties**

We can reserve seats (or spaces for wheelchair users) for guests with disabilities or mobility difficulties, in the Great Hall for ticket holders or the Video Relay Room for those without tickets (see on the map). Please contact graduation@reading.ac.uk for further information. Induction loop facilities are available in the Great Hall for those with hearing impairments. Accessible toilet facilities are located behind the Great Hall and in several other locations (see toilet icons on map).

**Food and drink**

A variety of food and drink will be on sale throughout the day (see on map).

**Receptions**

Some schools and departments organise separate receptions at various venues. For further information, please contact schools and departments directly.

**Photography, framing and other merchandise**

Photographic and framing services will be available on the day from the stands in the marquee on the lawn at London Road. You can book indoor graduation photography in advance with Ede & Ravenscroft (www.edeandravenscroft.co.uk or telephone 01223 861 854). Visions Unlimited offer a recording of your ceremony on DVD. For further details please call 0845 226 9158 or visit www.visionsunlimited.co.uk/graduation/reading. You can find information about some of the other merchandise available on the day in the services section at the back of this booklet. Further details of all the merchandise available can be found at www.reading.ac.uk/grad-photography.aspx.

**Notification of filming**

Please note that filming will take place in the Great Hall during the graduation ceremonies; this footage will be used to create commemorative DVDs, and other publicity materials available for sale from the day of graduation. Owing to the very short time frame in which the DVDs are produced it is not possible for anyone to opt out of appearing on the DVD. Therefore images recorded at the graduation will assume the permission of individuals pictured. Please also note that local media will be on site and will be taking photos.

**Finding overnight accommodation**

In addition to those hotels advertising in this booklet you can also visit our website www.reading.ac.uk/graduation for deals at local hotels and restaurants for University of Reading graduands.

**What should you do in case of an accident or emergency?**

First aiders are available in Building 33 (see First Aid icon on map) at all times and at the back of the Great Hall during the ceremonies. If you notice any obstruction, fire, suspicious package or medical problem, please alert a University official immediately. If a fire alarm sounds, please leave the building or marquee you are in immediately, using the nearest fire exit. Please follow the instructions given by University officials at the time.

**Lost property**

Please keep a close watch on your valuables at all times, as the University does not accept any responsibility for lost or damaged property. Any items of lost property should be handed in to the Control Centre (in the Porters’ Lodge, see on map), London Road, on the day of the ceremonies. To enquire about lost property after graduation, please contact the Palmer Building Reception by calling 0118 378 7150 or emailing reception@reading.ac.uk. Found property will be kept by the University for six weeks, and if unclaimed, will be donated to charity.
INSTRUCTIONS FOR GRADUANDS

What should you wear?
You are required to wear academic dress (cap, hood, gown), which you can hire or buy from Ede & Ravenscroft, the robe makers to the University, online at www.gownhire.co.uk (and receive a £5 online hire discount) or by telephone on 01223 861 854. Please ensure you order your academic dress at least 21 days before your ceremony. You will find descriptions of the University academic dress on the Graduation Office website at www.reading.ac.uk/web/files/Calendar/G_Regulations_for_Academic_and_Official_Costume201011.pdf

Graduation is a formal event. You should wear smart clothing beneath your gown and men must also wear a tie. Smart but comfortable shoes are important; no jeans or trainers.
We would recommend wearing a buttoned blouse or shirt, which will make it easier for you to attach the hood to your clothing. We also suggest bringing safety pins to pin your hood in place. Stylish University of Reading Magnetars are also available from the RUSU shop www.store.rusu.co.uk

Please leave handbags, mobile phones, etc, with your guests as you will not be able to carry them with you in the procession to the platform.
The Graduation Office reserves the right to prevent any student not dressed appropriately in smart clothes from joining the procession and they would, in that case, graduate in absence.

Where can you collect your robes?
Collect your robes from Building 22 at London Road (see on map) on the day of your ceremony at least 45 minutes before joining your student procession. This means arriving at Building 22 at least one hour before your ceremony. Representatives from Ede & Ravenscroft will be there to help you. You should return your robes to Building 24 (see on map) as soon as possible after the ceremony.

Where should you go to join your student procession?
After collecting your robe please go to the procession marquee marked on this map at least 45 minutes before your ceremony starts. The doors to the procession marquee will be closed to late arrivals 30 minutes before the start of your ceremony.

What happens during the ceremony?
A marshal will lead each procession of graduands through the cloisters to take their seats in the Great Hall for the ceremony. Higher degrees (Doctorates, Masters degrees) will be presented first, followed by Postgraduate Diplomas and Certificates, Bachelors degrees, Foundation degrees, and Diplomas and Certificates of Higher Education where applicable. Your degree classification will not be mentioned.
Once the ceremony has been officially opened the University Orator will present graduands individually by name. You will ascend a short flight of steps, with a handrail, on to the platform as your name is called by the Orator. You will shake hands with the Chancellor or Vice-Chancellor and descend the steps by the same route. You will then be directed to collect your certificate and go back to a seat for the remainder of the ceremony.

Please note that if you are late or you are not wearing the appropriate academic dress, you will not be able to join the procession to the hall and will be admitted in absence to your degree. If you are unfamiliar with the London Road campus, please make every effort to familiarise yourself with the location of Building 22 (Student Gown Collection, Photography studio & Video Relay Room) before the day.

Graduands with disabilities or mobility difficulties
If you use a wheelchair or have mobility difficulties please contact the Graduation Office as soon as possible so we can make the necessary arrangements. The student procession through the cloisters to the Great Hall is a short walk, with some standing outside. If you think this may cause you difficulties, please contact the Graduation Office to discuss the arrangements we can make for you. Induction loop facilities are available in the Great Hall for those with hearing impairments.
INFORMATION FOR GUESTS
Print this page for your guests

Travel to ceremonies
Degree Days take place on the London Road campus. For information on how to reach the University please visit www.reading.ac.uk/about-findindex.aspx
If you are coming by car you will be able to park for free on the Whiteknights campus. For sat nav purposes, the Whiteknights postcode is RG6 6UR. Please follow the AA signs for the Queen’s Drive entrance on the Shinfield Road (see map section), where security officers will direct you to a car park.
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Student Ambassadors in red will be on hand to assist you when you arrive at London Road. There is also an Information Desk (see A on map).

Guests with tickets
Please make your way to the guest entrance doors of the Great Hall (please see map) at least 15 minutes before the start of the ceremony, and remember to take your ticket with you. If you arrive late or do not have a ticket, you will only be admitted if space permits, at the discretion of the Chief Hall Marshal.
Each ceremony lasts approximately one hour. Please stay in your seat throughout the ceremony and please be aware of other guests who are watching the ceremony when taking photographs and video recording inside the hall.

Guests without tickets
You can watch the ceremony live on a large screen in Building 22 (see on map) where seating is available. You do not need a ticket, but entry may have to be restricted for safety reasons. If this facility is in demand, entrance will be permitted on a first-come, first-served basis.

Guests with disabilities or mobility difficulties
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Accessible toilet facilities are located behind the Great Hall and at EAT London Road.

Notification of filming
Please note that filming will take place in the Great Hall. This footage will be used to create commemorative and publicity materials. Owing to the very short time frame in which these are produced it is not possible for anyone to opt out of appearing on the DVD. Therefore images recorded at the graduation will assume the permission of individuals pictured. Please also note that local media will be on site and will be taking photos.
LONDON ROAD CAMPUS
GRADUATION MAP

GRADUATION MARQUEES
A Information & ticket collection
B Alumni and Graduate School Stands
C Student Processions
D Refreshments
E Commemorative items and souvenirs

BUILDINGS BY NUMBER
22 F Student gown collection
G Photography studio
H Video relay room
24 J Student gown return
33 First Aid
41 Porter’s Lodge – pedestrian entrance from London Road
43 Acacias
45 Great Hall

ICONS
- Facilities: there are toilet facilities in buildings 10, 22, 24, 29, 33 and EAT at London Road. Baby change facilities are located at EAT London Road.
- Refreshments available in the marquee or EAT at London Road
- First Aid
- Emergency assembly points
- Information
- Bus stop (to town)
- Shuttle bus stop (to Whiteknights campus)
- ReadyBike station
- Bike rack
- Taxis

Whiteknights campus map on next page
QUESTIONS BEFORE GRADUATION

For more information, please contact:
Graduation Office
The University of Reading
G02, Building LO28
London Road Campus
Crown Place, Reading
RG1 5AQ
graduation@reading.ac.uk
Tel +44 (0)118 378 3802
www.reading.ac.uk/graduation
@UniRdg_Grad

QUESTIONS ON THE DAY

For more information, please contact:
London Road Control Centre
Tel +44 (0)7545 422 693
(For emergency use only during the period 7 and 8 December 2017)
**HIRE YOUR GRADUATION OUTFIT ON-LINE AND SAVE £5**

www.edeandravenscroft.com

Remember, you will need to wear the correct robes to attend your graduation ceremony.

- Before you start, make sure you know your head circumference, chest and height measurements and have your credit/debit card details available.
- If you do not have access to a computer, you can hire or buy your outfit from our call centre on 01223 861854. Open from 9 am – 5 pm Monday to Friday. PLEASE NOTE: you will not receive the on-line hire discount if you order via the call centre.

Calls may be monitored for staff training. Facilities for the deaf or hard of hearing or those with a speech impairment are available using your Textphone dial 18001203 861854 to access the RNID Typetalk system.

- Print out the order confirmation and take it with you when you collect your outfit on the day of your ceremony so we can process your order quickly.

**Book early to be sure of your order!**

We cannot guarantee to supply you with an outfit if you leave your booking later than 21 days before your ceremony. However, you can still try to place an order through our website or call centre after this date. We take a limited spare stock to the ceremony, but this is charged at a premium rate on a first come first served basis.

Terms and conditions including cancellation policy are available on-line or from our call centre.

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**THINGS TO DO NOW**

**GRADUATION DAY**

**INFORMATION FOR GUESTS**

**MAPS**

**QUESTIONS**

**HOTELS, PHOTOGRAPHY & SOUVENIRS**

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**Graduation day photography**

Please find below details of the packs of photographs which are available for you and your family to buy.

For further information and to order, please visit our website www.edeandravenscroft.com

Alternatively you can place your order over the phone on 01223 861854 (for prices and ordering only).

Enquiries regarding our graduation photography service call: 0870 2421170 or email: photography@edeandravenscroft.com

To avoid delay on the day we recommend that you order at least 30 days before your ceremony.

Should you decide not to pay in advance it is still possible to pay at the sales desk on graduation day. However, prices will be higher than if you pre-order.

**Photography Pack Options**

- **Canvas Pack**
  - A 12x10" canvas bonded portrait in a choice of wood or antique gold frame, plus a further two 10x8" and four 5x4" copies of the graduate (all prints from the same image). There is a maximum of 6 people per group. Plus a free Bonus pack of the graduate.
  - A free Bonus pack of the family photograph and a free CD of all the images taken.

- **Combination Pack**
  - A 12x10" portrait in a mahogany finish frame, plus a further three 10x8" and four 5x4" copies of the graduate (all prints from the same image). In addition, two 10x8" copies of a family photograph (both prints from the same image). There is a maximum of 6 people per group. Plus a free Bonus pack of the graduate and a free Bonus pack of the family photograph.

- **Graduation Pack**
  - A set of three 10x8" and four 5x4" copies of the graduate (all prints from the same image). In addition, two 10x8" copies of a family photograph (both prints from the same image). There is a maximum of 6 people per group. Plus a free Bonus pack of the graduate.

- **Prestige Pack**
  - A set of one 11x14", two 10x8" and four 5x4" portraits of the graduate (all prints from the same image).

- **Standard Pack**
  - A set of three 10x8" and four 5x4" portraits of the graduate (all prints from the same image).

- **Basic Pack**
  - A set of one 10x8", and two 5x4" portraits of the graduate (all prints from the same image).

**Family group photographs**

- **Group Pack** only available if ordered with one or more of the other graduate packs. Two 10x8" copies of a family photograph (both prints from the same image). There is a maximum of 6 people per group.

- **Bonus Pack** only available if ordered with one or more of the other graduate packs. One 10x8" print containing a multi-sized image, including black and white and sepia toned versions. Ideal for wallets, keyrings and CVs.

**Photography Pack Options**

- **Plus a free Bonus pack of the graduate.**
- **A free Bonus pack of the family photograph and a free CD of all the images taken.**

**Chemical sizes are approximate.**

**Having your photographs taken**

To enable us to spend more time with your family and friends after the ceremony, our studios are open as soon as the gowns are available so that you can have your portrait taken early before the ceremony if you wish (scrolls are provided for this purpose).

**Photographic suggestions**

Please take a note that you consider not wearing glasses for your portrait as they tend to cause reflections in the photograph. If you are in doubt please consult your photographer.

**Appearance:** please note that you are responsible for your own appearance – please check your hair and attire before having your portrait taken. We provide mirrors for you to use.

**What to wear**

For men, a dark single-breasted suit or jacket, together with a shirt and tie always looks good. Ladies will find that a front buttoned blouse or some means of securing the hood in place, such as a brooch, is always helpful.

**Payment**

Save money book online at www.edeandravenscroft.com to ensure a prompt service.

We will post you an acknowledgement card of your order. Please bring this with you on your graduation day.

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Ede and Ravenscroft, Unit A, Denny Industrial Centre, Waterbeach, Cambridge CB5 9QO
OFFICIAL GRADUATION CEREMONY
DVD/BLU-RAY/USB

DVD
Available for collection after your ceremony.

BLU-RAY & DVD COMBO
Blu-Ray Disc will be posted, but you are able to collect the DVD as part of the combo on the day.

YOU CAN PRE-ORDER YOUR COPY
VISIT OUR WEBSITE OR CALL

MEMORY STICK
These contain an HD mp4 file and will be posted at a later date after your graduation has taken place. They come in two distinct designs and can be played on Smart TVs with a USB socket or PCs/MACs.

www.visionsunlimited.co.uk
Tel: +44 (0)1473 828474
Visions Unlimited FREEPOST RRBJ-HRHH-ZTCH,
9-10 Stone Street Court, Stone Street, Hadleigh, Suffolk, IP7 6HY

ANY POST ON ORDERS CAN TAKE UP TO 28 WORKING DAYS TO BE DELIVERED
Let us make your Graduation a Day to remember at the exceptional 2 AA Rosette 4 Silver Star Holiday Inn Reading M4 Jct10

Special Offer for Graduating Students:
Get 25% off our room rates!

Quote ‘Graduation 2017’ when booking

*Offer subject to availability

T: 0118 944 4210
E: reservations@hireadinghotel.com
W: www.hireadinghotel.com
Wharfedale Road, Winnersh, Reading RG41 5TS
Graduation Rings
Cufflinks & Charms
by Eva & Eva

Eva & Eva provide the official Reading graduation rings as a lasting gift to commemorate graduation and your time at University. Pre-order online at least 10 weeks in advance to collect on the day of your ceremony or order on the day of your graduation at the Eva & Eva stand. Prices from £65 in sterling silver or £225 in gold.

Other jewellery pieces such as charms and cufflinks are also available from £35. For more information and to order please visit www.evalondon.com/reading or call +44 (0)20 7148 7060.