THINGS TO DO NOW

- Look out for your formal registration email to be sent from Monday 15 October.
- Order your academic dress from Monday 15 October to Sunday 4 November.
- Let us know before Sunday 4 November if you or any of your guests have any disabilities or mobility difficulties and require assistance.
- Pay any outstanding tuition debts to the University by Friday 2 November.
- Give your guests the ‘Information for guests’ page 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 2 November.

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?
You will not be able to graduate in December 2018 if you do not pass and need to resit, or if the Exams Office do not have a result for you by Monday 29 October 2018. You will be automatically deferred to a future graduation ceremony, likely in July 2019.

You are able to attend your planned graduation ceremony and submit an appeal against your result if you consider that you have grounds supported by relevant evidence.

If you have a pass or higher you may attend your gradation ceremony notwithstanding your pending appeal and the lack of a final determination of your degree classification. If you fall within this category you would not receive your degree certificate at the ceremony but will instead receive a letter confirming the current position. Your degree certificate would be issued to you following the resolution of your appeal.
**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/visit-us.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 (and where you have notified us in advance). For sat nav purposes, the Whiteknights postcode is RG6 6UR. Please follow the AA signs for the Shinfield Road entrance to the campus (see Whiteknights campus 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 07.30 am and approximately 6.00 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 London Road campus 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 one of the following companies:

- **Chiltern Cars** 0149 157 8899
- **Loddon Cars** 0118 932 1321
- **Yellow Cars** 0118 966 0660

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 marquee on the central lawn.

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 Extra Ticket 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 large screens in our Video Relay Rooms in Building 22 (see H 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 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.com/graduation-services or telephone 01223 861 854).

Visions Unlimited offer a recording of your ceremony on DVD. For further details please call 01473 828 474 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 http://student.reading.ac.uk/essentials/your-graduation-and-beyond/get-ready-to-graduate/organise-your-graduation-robef-and-photographs.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 http://student.reading.ac.uk/essentials/your-graduation-and-beyond/get-ready-to-graduate/restaurants-and-accommodation-in-the-area.aspx for recommended 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 Graduation Office by calling 0118 378 3802 or emailing graduation@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

THINGS TO DO ON GRADUATION DAY

☐ Arrive at the London Road campus 90–120 minutes before your ceremony.
☐ Collect your guest tickets from the Ticket Desk inside the Graduation Marquee (see A on map).
☐ Collect your robes (see F on map) 60 minutes before your ceremony
☐ Be in the Processions Marquee (see E on map) 45 minutes before your ceremony
☐ Relax, smile and enjoy your graduation day!

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 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 http://student.reading.ac.uk/essentials/your-graduation-and-beyond/get-ready-to-graduate/organise-your-graduation-robegs-and-photographs.aspx

Graduation is a formal event. You should wear smart clothing beneath your gown and if you choose to wear a shirt you must also wear a tie. Smart but comfortable shoes are important; no jeans or trainers. You may also wear an appropriate military uniform, or the national dress of your country if you so wish. 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 and/or the correct academic dress 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 F 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 J 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 (see C on 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. If you arrive later than this you will not be able to enter the procession marquee. You should report directly to the information desk, who will then attempt to include you in a later ceremony that day. If yours is the last ceremony of the day you should still report to the information desk, and the Marshalls will liaise with the graduation organisers to attempt to include you in 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.

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/visit-us.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 Shinfield Road entrance to the campus (see Whiteknights campus map), 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 large screens in our Video Relay Rooms in Building 22 (see H 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 H on 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 at The Dairy (building 14 on map).

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 Stand
   Graduate School Stand
   LinkedIn Photobooth
   with the Careers Team
C  Student Processions
D  Refreshments
E  Commemorative items and souvenirs

BUILDINGS BY NUMBER
22  F  Student gown collection
23  G  Photography studio
24  H  Video relay room
33  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
 Emergency assembly points
 Information
 Bus stop (to town)
 Shuttle bus stop (to Whiteknights campus)
 ReadyBike station
 Bike rack
 Taxis

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 ReadyBike station
 Bike rack
 Taxis
QUESTIONS BEFORE GRADUATION
For more information, please contact:
Graduation Office
The University of Reading
101, 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 13 and 14 December 2018.)
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 Teletext telephone dial 18001 0223861854 to access the RNID Textalk 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.

HIRE YOUR GRADUATION OUTFIT ON-LINE AND SAVE £5

www.edeandravenscroft.com

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@edeand ravenscroft.com

To avoid delay on the day we recommend that you order at least 10 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

<table>
<thead>
<tr>
<th>Pack Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Canvas Pack</td>
<td>A 12&quot;x10&quot; canvas bonded portrait in a choice of wood or antique gold frame, plus a further two 10&quot;x8&quot; and four 8&quot;x6&quot; copies of the graduate (all prints from the same image). There is a maximum of 6 people per group. Plush a free Bonus pack of the graduate, a free Bonus pack of the family photograph and a free CD of all the images taken.</td>
</tr>
<tr>
<td>Combination Pack</td>
<td>A 12&quot;x10&quot; portrait in a mahogany finish frame, plus a further three 10&quot;x8&quot; and four 8&quot;x6&quot; copies of the graduate (all prints from the same image). In addition, two 10&quot;x8&quot; 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.</td>
</tr>
<tr>
<td>Graduation Pack</td>
<td>A set of three 10&quot;x8&quot; and four 8&quot;x6&quot; 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.</td>
</tr>
<tr>
<td>Prestige Pack</td>
<td>A set of one 10&quot;x8&quot;, two 10&quot;x8&quot; and four 8&quot;x6&quot; portraits of the graduate (all prints from the same image).</td>
</tr>
<tr>
<td>Standard Pack</td>
<td>A set of three 10&quot;x8&quot;, and four 8&quot;x6&quot; portraits of the graduate (all prints from the same image).</td>
</tr>
<tr>
<td>Basic Pack</td>
<td>A set of one 10&quot;x8&quot;, and two 8&quot;x6&quot; portraits of the graduate (all prints from the same image).</td>
</tr>
<tr>
<td>Family group photographs</td>
<td>Group pack only available if ordered with one or more of the graduate packs. Two 10&quot;x8&quot; copies of a family portrait (all prints from the same image). There is a maximum of 6 people per group.</td>
</tr>
<tr>
<td>Bonus pack only if ordered with one or more of the other graduate packs.</td>
<td>One 10&quot;x8&quot; print containing a composite image, including black and white and sepia toned versions. Ideal for wallets, social media and CVs.</td>
</tr>
<tr>
<td>Extra Prints</td>
<td>are available once you have ordered one of the above packs.</td>
</tr>
</tbody>
</table>

**Please note:** All sizes are approximate.

Having your photographs taken

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

Photographic suggestions

Please: We would suggest 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 your 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 buttonless blouse or some means of securing the hood in place, such as a brooch, is always helpful.

Payment

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

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

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

Ede and Ravenscroft, Unit A, Denny Industrial Centre, Waterbeach, Cambridge CB5 9QO
Graduating?
Pre-Order now and take away your HD USB / DVD of your Ceremony 20 minutes after it finishes.

Pre-Orders can be placed online, over the phone or in person on the day.

www.visionsunlimited.co.uk
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LET US MAKE YOUR GRADUATION A DAY TO REMEMBER

UNWIND AND RELAX IN OUR AFFORDABLE SPACIOUS TRANQUIL BEDROOMS.

ENJOY A 2 OR 3 COURSE CELEBRATORY GRADUATION DINNER WITH YOUR FAMILY AND FRIENDS IN THE STYLISH 2 AA ROSETTE CAPRICE RESTAURANT.

RELAX IN THE STUNNING MONTY’S LOUNGE BAR WITH YOUR FAVOURITE COCKTAIL OR INDULGE YOURSELF WITH OUR FINEST AFTERNOON TEA.

TOAST YOUR SUCCESS AT THE ESPRIT SPA & WELLNESS.

ADJACENT TO WINNERSH TRIANGLE TRAIN STATION WITHIN CLOSE PROXIMITY OF THE M4, READING, BRACKNELL, WOKINGHAM & LONDON. JUST 3 MILES FROM WHITEKNIGHTS CAMPUS AND 3.5 MILES FROM LONDON ROAD CAMPUS.

COMPLIMENTARY SECURE UNDERGROUND PARKING AND WI-FI.

T: 0118 944 4210  E: reservations@hireadinghotel.com
W: www.hireadinghotel.com
Wharfedale Road, Winnersh, Reading, RG41 5TS

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

Quote ‘Graduation 2018’ when booking
*Offer subject to availability

T: 0118 944 4210  E: reservations@hireadinghotel.com
W: www.hireadinghotel.com
Wharfedale Road, Winnersh, Reading, RG41 5TS
Annotated Studios 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 Annotated Studios 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.annotatedstudios.com/reading or call +44 (0)20 7148 7060.