THINGS TO DO NOW

- Look out for your formal registration email to be sent from Monday 14 October.
- Order your academic dress from Monday 14 October to Sunday 3 November.
- Let us know before Sunday 3 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 1 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 1 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 2019 if you do not pass and need to resit, or if the Exams Office do not have a result for you by Monday 4 November 2019. You will also not be able to graduate if you have an open academic misconduct case with either the School Director of Learning & Teaching (SDTL) or with the Standing Committee on Academic Misconduct (SCAM) in the lead up to Graduation.

You will be automatically deferred to a future graduation ceremony, likely in July 2020.

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 graduation 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 Reading and the surrounding areas.

**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 marque on the central lawn (see A on map).

**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 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 Ceremony Director. 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 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 or in HD on a USB stick in a commemorative case. 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-robos-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 for the online live-feed, 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 including special Graduation codes for discounted hotel accommodation.

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 or Graduation Student Ambassador 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 5595/5596 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 on map).
☐ Collect your robes (see on map) 60 minutes before your ceremony
☐ Be in the Processions Marquee (see 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-robеs-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.

Please leave handbags, mobile phones, etc. with your guests as you will not be able to carry them with you in your procession to the Great Hall or during the ceremony itself.

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 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 (see 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 Marshals 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, and Bachelors degrees where applicable. Your degree classification or subject area 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.

A free shuttle bus service will operate between these car parks and London Road throughout the day, between 7.30 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 at the Acacia Road entrance (see London Road campus map). Please also bear in mind that traffic can be heavy in Reading throughout the day and not just during the morning and afternoon rush hours.

Student Ambassadors in red will be on hand to assist you when you arrive at London Road. There is also an Information Desk located in the Graduation marquee (see A on map).

Guests with tickets

Tickets are collected on the day of the ceremony from the Ticket Desk in the Information and Ticket marquee at London Road (see A on map) 90 minutes before the ceremony commences. They should be collected by the Graduand themselves, who will require a form of photo ID such as a passport or student card. If you are running late, or your graduand has already made their way to the processions marquee, then guests will be able to collect their own tickets but we would ask them to still present a form of photo ID of the graduand so we can ensure guests are given the correct 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 have misplaced your ticket, you will only be admitted if space permits, at the discretion of the Ceremony Director.

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. Please wait until the ceremony has finished before playing back anything you have recorded, as this will disturb other guests.

Guests without tickets

You can watch the ceremony live on large screens in our Video Relay Rooms in Building 22 (see K 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. 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 (see L on map).

Notification of filming

Please note that filming will take place in the Great Hall. This footage will be used for the live feed and 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 Desk
B Guest Tickets and Extra Tickets desks
C Alumni Stand
D Student Processions
E Refreshments
F Commemorative items, souvenirs and flowers
G Receptions Marquee

BUILDINGS BY NUMBER
14 The Dairy
22 H Student gown collection
J Photography studio
K Video relay room
24 L 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 The Dairy. Baby change facilities are located at The Dairy.

Refreshments available in the marquee or The Dairy

Emergency assembly points

Bus stop (to town)

Shuttle bus stop (to Whiteknights campus)

Bike rack

Taxis

Whiteknights campus map on next page

Footpath to Kendrick Road and bus stop

Taxi

Shuttle bus stop (to Whiteknights campus)
QUESTIONS BEFORE GRADUATION

For more information, please contact:

Graduation Office
The University of Reading
JJ Thomson Building, Room G29
Whiteknights Campus
Reading
RG6 6AF

graduation@reading.ac.uk
Tel +44 (0)118 378 5595/5596

www.reading.ac.uk/graduation
@/uorgraduation
@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 12 and 13 December 2019.)
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
01473 828474
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 180010223861854 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.

Ede and Ravenscroft, Unit A, Denny Industrial Centre, Waterbeach, Cambridge CB5 9QO

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 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

Canvas Pack
A 12" x 10" canvas bonded portrait in a choice of wood or antique gold frame, plus a further two 10" x 8" and four 8" x 6" copies of the graduate (all prints from the same image). In addition, two 10" x 8" 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, a free Bonus pack of the family photograph and a free CD of all the images taken.

Combination Pack
A 12" x 10" portrait in a mahogany finish frame, plus a further three 10" x 8" and four 8" x 6" copies of the graduate (all prints from the same image). In addition, two 10" x 8" 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 10" x 8" and four 8" x 6" portraits of the graduate (all prints from the same image). In addition, two 10" x 8" 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 12" x 10", two 10" x 8" and four 8" x 6" portraits of the graduate (all prints from the same image).

Standard Pack
A set of three 10" x 8", and four 8" x 6" portraits of the graduate (all prints from the same image).

Basic Pack
A set of one 10" x 8", and two 5" x 4" 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 10" x 8" copies of a family photograph (all 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 10" x 8" print containing 14 multi-sized images, including black and white and sepia toned versions. Ideal for wallets, keyrings and CVs.

Extra Prints are available once you have ordered one of the above packs.

All frame sizes are approximate.

Having your photographs taken

To ensure you 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 well before the ceremony (you will have a photo of your gown, but your hair will not be done until after the ceremony).

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 buttoned blouse or some means of securing the hood in place, such as a brooch, is always helpful.

Payment

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

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

4 Silver Star Holiday Inn Reading M4 Jct10

- Enjoy a delicious 3 Course Celebratory Graduation Dinner with your family and friends in the stylish 2 AA Rosette Caprice Restaurant

- Celebrate in the stunning Monty's Bar Lounge with your favourite cocktail

- Enjoy a Spa Day with a pampering treatment in our stunning Esprit Wellness & Spa

- Complimentary secure underground parking

W: www.hireadinghotel.com T: 0118 944 0444
E: reservations@hireadinghotel.com
Wharfedale Road, Winnersh Triangle, Reading, RG41 5TS
Book direct to avail a special offer

Book your stay directly with us, use the promo code ‘GRADUATION’ and get entitled to the ‘Best Available Rate’.

Described as ‘UK’s Sexiest Townhouse Hotel’ by the Evening Standard, The Roseate Reading is recognised for its artful conception and luxury. The hotel prides itself on its attention to detail, an attitude that is realised from the hotel personnel to the facilities available to make your stay cherished and memorable. The hotel houses 23 well-appointed luxury rooms in the main hotel and a fine collection of 32 newly built and furnished rooms & suites in the House. All rooms and suites in the ‘House’ have direct access to Aheli Spa, the gym and Roasted by Roseate, the in-house patisserie & boulangerie. The award-winning Cerise restaurant offers a relaxed and modern ambience to savour modern European cuisine prepared using the best ingredients.
Your Big Day
Is Our
Big Day Too

Exclusively for friends and family of graduates attending the University of Reading, Hilton Reading is offering discounts for accommodation during December 2019 and July 2020.

Tuesday / Wednesday – 10% off Best Available
Thursday - Monday – 20% off Best Available

Book Online:
Or Call:
+44-118-9169000 Quoting Group Code: ARU01

Hilton
READING
Drake Way | Reading | RG2 0GQ
Annotated Studios provides the official Reading graduation rings as a lasting gift to commemorate graduation and your time at University. For free shipping, pre-order online at least 10 weeks in advance and select ‘Collect at Graduation’ to collect on the day of your ceremony at the Annotated Studios stand. Prices from £65 in sterling silver or £225 in gold.

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