

# Bournemouth University

## Awards Ceremonies 2011



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# Introduction

As a graduand, you are invited to the Autumn Awards Ceremonies\*, which will be held between 8 and 11 November 2011 at the Bournemouth International Centre.

**The Award Ceremony is a formal occasion and provides a fitting opportunity to celebrate your success in the company of family, friends and fellow graduates.**

If you are unable to attend, you have the option to graduate **in absentia** ('in absence') or defer your attendance to a future ceremony.

## **The ceremonies are as follows:**

Tuesday 8 November 2011

10.30am School of Applied Sciences  
2.30pm School of Health & Social Care

Wednesday 9 November 2011

10.30am School of Tourism  
2.30pm School of Design, Engineering & Computing

Thursday 10 November 2011

10.30am The Business School (Postgraduate)\*\*  
Graduate School  
Student and Academic Services  
2.30pm The Business School (Undergraduate)\*\*

Friday 11 November 2011

10.15am The Media School

The closing date for registering your attendance or non-attendance is **9 October 2011**. You are advised to register early to avoid disappointment.

We look forward to seeing you at your ceremony!



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**It's important that you read this information carefully, even if you don't intend to be present at the ceremony, and retain it for future reference. Please register as soon as possible – don't wait until you receive your results.**

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\* (subject to successful completion of your course)

\*\* Please note that there are two ceremonies for the Business School - Postgraduate and Undergraduate.

# Things to do before your ceremony

This booklet is designed to help you and your guests prepare for your ceremony. It also provides the information you need in order to obtain your certificate if you are unable to attend. This checklist will help you make all the necessary arrangements prior to the ceremony or visit **[www.bournemouth.ac.uk/graduation](http://www.bournemouth.ac.uk/graduation)**

- Read this booklet carefully.
- Register at **[www.graduationregistration.com/bournemouth](http://www.graduationregistration.com/bournemouth)**. You should do this even if you're not attending. Book and pay for any guest tickets.
- Clear all outstanding debts to the University (such as course fees, library fines and accommodation costs) and return any University property that may be in your possession.
- Contact the event organisers at **[graduation@bournemouth.ac.uk](mailto:graduation@bournemouth.ac.uk)** if there's any question over your eligibility to attend.
- Order your gown from Ede and Ravenscroft at **[www.gownhire.co.uk](http://www.gownhire.co.uk)** if you're attending the ceremony (you cannot graduate without a gown).
- Order your ceremony photos/DVDs from Success Photography at **[www.successphotography.com](http://www.successphotography.com)**.
- Book hotels. If you and your guests intend to stay nearby, call Bournemouth Tourism on +44(0)1202 451722, email **[deles@bournemouth.gov.uk](mailto:deles@bournemouth.gov.uk)** or visit **[www.conferencebookings.co.uk/delegate/BMHUNIGRAD11](http://www.conferencebookings.co.uk/delegate/BMHUNIGRAD11)**
- Book your Graduation Ball tickets using the form enclosed with the letter or log onto **[www.subu.org.uk](http://www.subu.org.uk)**.
- Order your ceremony souvenirs at **[www.graduationgear.co.uk](http://www.graduationgear.co.uk)** and **[www.gradgear.co.uk](http://www.gradgear.co.uk)**.



# Ceremony registration



## To register you will need...

- 1) Your student ID number, which is printed on your student ID card and the letter we sent you concerning the ceremony. Your ID number is seven digits long and will start with either 9 or 4. Don't try to input your username, which starts with a letter followed by numbers
- 2) A debit/credit card to pay for any guest tickets

Please register as early as possible, by logging onto [www.graduationregistration.com/bournemouth](http://www.graduationregistration.com/bournemouth). If we do not receive your booking by 9 October we will assume you do not wish to attend.

## Guest tickets

Tickets are subject to availability and can't be guaranteed. When you register, please specify the number of tickets you would like. We will endeavour to meet your request but if we can't, we will advise you following the deadline (9 October), if your ceremony is oversubscribed, and a refund will be made for the tickets we are unable to issue. We are unable to

advise you prior to the deadline date, as until we have received the vast majority of replies and know who is attending, we can't ascertain the number of guest tickets that will be available. There is no limit on the number of guest tickets you request, however only two tickets per graduand are guaranteed in the first instance.

Guest and student tickets will be available for collection on the day of your ceremony. If you don't register before the deadline, we can't guarantee any guest tickets, so please ensure you register as soon as possible. **Tickets are not posted.**

## Refunds

No refunds will be offered after the deadline date except in the case of exam failure, unavailability of extra tickets and exceptional circumstances (at the discretion of the Ceremony Organisers).

## Exam results

The Ceremony Organisers are not able to provide exam results; please contact your programme administrator, within the School.

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**To attend your ceremony or receive your certificate via post, you must register online by 9 October 2011. Online booking will not be available after this date.**

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# Timetable overview



This is a **suggested** timetable, to help make the most of your day.

<b>Morning 10.15am start (Media School, Friday 11 November)</b>	<b>Morning 10.30am start</b>	<b>Afternoon 2.30pm start</b>	<b>To Do</b>
Facilities open from 8.00am	8.00am	From 11.30am	Arrive at the Bournemouth International Centre (BIC) Collect tickets (Solent Hall) Collect Robes (Solent Hall) Photos (Solent Hall) - You may have chosen a time slot for this at the time of booking.
9.30am	9.45am	1.45pm	Doors open to Ceremony (Windsor Hall) Students register with course marshals (Windsor Hall)
10.00am	10.15am	2.15pm	All guests to be seated (Windsor Hall)
10.15am	10.30am	2.30pm	Ceremony begins and lasts for approximately 2 hours. Please note ceremonies may be shorter or longer in length dependant on the number of attendees.
12.45pm	12.30pm	4.30pm	School reception, if you have opted to attend (Purbeck Hall).

Don't forget to arrange a meeting point for yourself and your guests following the Ceremony. The BIC will be very busy.

In the event that any or all of the Awards Ceremonies have to be cancelled, rescheduled or postponed due to circumstances beyond the control of BU, we cannot be held responsible for any costs incurred by the said cancellations, rescheduling or postponement. BU reserves the right to alter the schedule of ceremonies where necessary.

# Timetable for your day

## At least an hour and a half before the ceremony...

- 1) On arrival at the Bournemouth International Centre (BIC), head to the Solent Hall (please see map on page 8) to:
  - Collect your ticket
  - Collect any guest ticket
  - Collect your gown
  - Have your photographs taken (optional). You may have chosen a time slot for this at the time of booking.

Please ensure you bring any confirmation emails. You will need these to collect your items.

- 2) If you have ordered a T-shirt, collect this from the graduation gear stand. Even if you haven't ordered, there will still be a chance to buy one. Further souvenirs will also be available from the Alumni stand. [www.bournemouth.ac.uk/alumni/merchandise](http://www.bournemouth.ac.uk/alumni/merchandise)
- 3) Refreshments will be available to purchase all day from various outlets within the BIC.

## Half an hour before the ceremony...

You must register with your course marshal in the Windsor Hall. They will arrange for you to be seated and will be able to answer any questions you may have about the ceremony. Please ensure your mobile phone is turned off.

## 15 minutes before the ceremony...

All guests to be seated in the Windsor Hall.

## Following the ceremony...

Continue celebrating with your family and friends at the Post-Ceremony Reception in the Purbeck Hall.

## Before you leave the BIC...

Please ensure your gown is returned to the Solent Hall and that you have all your belongings (especially your certificate).

## Things to bring on the day

- 1) Graduation registration confirmation email
- 2) Gown order confirmation
- 3) Confirmation of other pre-purchased goods/services
- 4) A couple of safety pins and hair grips (to help secure your gown, hood and mortarboard)\*.



# Your guide to the ceremony

**You will need to report to your course marshal in the Windsor Hall half an hour before the ceremony starts. You will be directed to your seat. Students will be arranged in alphabetical order by course and then by surname. You do not sit with your guests.**

Your guests will need to be seated (in their allocated seats; their seat numbers will be shown on their tickets) at least a quarter of an hour before the ceremony is due to start. Please ensure you give your guests their tickets, as you will sit separately in the hall.

When the ceremony starts, everyone will be asked to stand as the procession enters the hall. The Master of Ceremonies will advise you when to sit down, once the congregation is declared open.

Your Course Marshal will conduct you to the platform. Please don't carry anything with you. The Dean of School will announce your name, and, as this is done, you should cross the platform. Please stop in front of the Chancellor, turn and bow. The bow is a formal greeting made by a bending of the head and upper body. Please remember, you are not paying respect to the person, but to the university of which you are about to become a member. Continue across the stage, shake hands with the Vice-Chancellor and collect your certificate at the bottom of the steps.

If your name isn't read out, please step to one side and speak to your Marshal; you shouldn't cross the platform.

Once you've received your certificate, you should return to your seat. Please don't stop to check your certificate; a member of staff can deal with any queries at the end of the ceremony.

Please be as quiet as possible to avoid distracting other guests. You or your guests should not leave the ceremony until the Master of Ceremonies has closed the proceedings (except in an emergency).

## Order of proceedings

Processions of the Platform Party  
Welcome to Ceremony by the  
Chancellor / Pro-Chancellor  
Presentation of Honorary Graduate (if applicable)  
Presentation of Awards and Prizes  
Report from the Vice-Chancellor  
The National Anthem  
Retiring Processions

## Certificates

Under normal circumstances, we would expect you to receive your certificate at the ceremony. If for any reason this can't be arranged, you will be notified on the day. We're not able to issue any certificates before the ceremony.

Students opting to graduate **in absentia** will receive their certificates by post within six weeks of the ceremony. It will be sent to the address that you entered at [www.graduationregistration.com](http://www.graduationregistration.com), so please ensure you input full address details and you update them promptly if you move.

Your certificate is a unique and valuable document and you should make sure it is kept in a safe place. You will be asked to produce your certificate when you apply for jobs, join professional societies and/or apply to work/live abroad. We don't retain copies of your certificate; if you need a replacement, you'll be required to complete a form (involving a sworn declaration witnessed by a legal representative) and make a payment of £30\*. Replacement certificates normally take a number of weeks to organise.

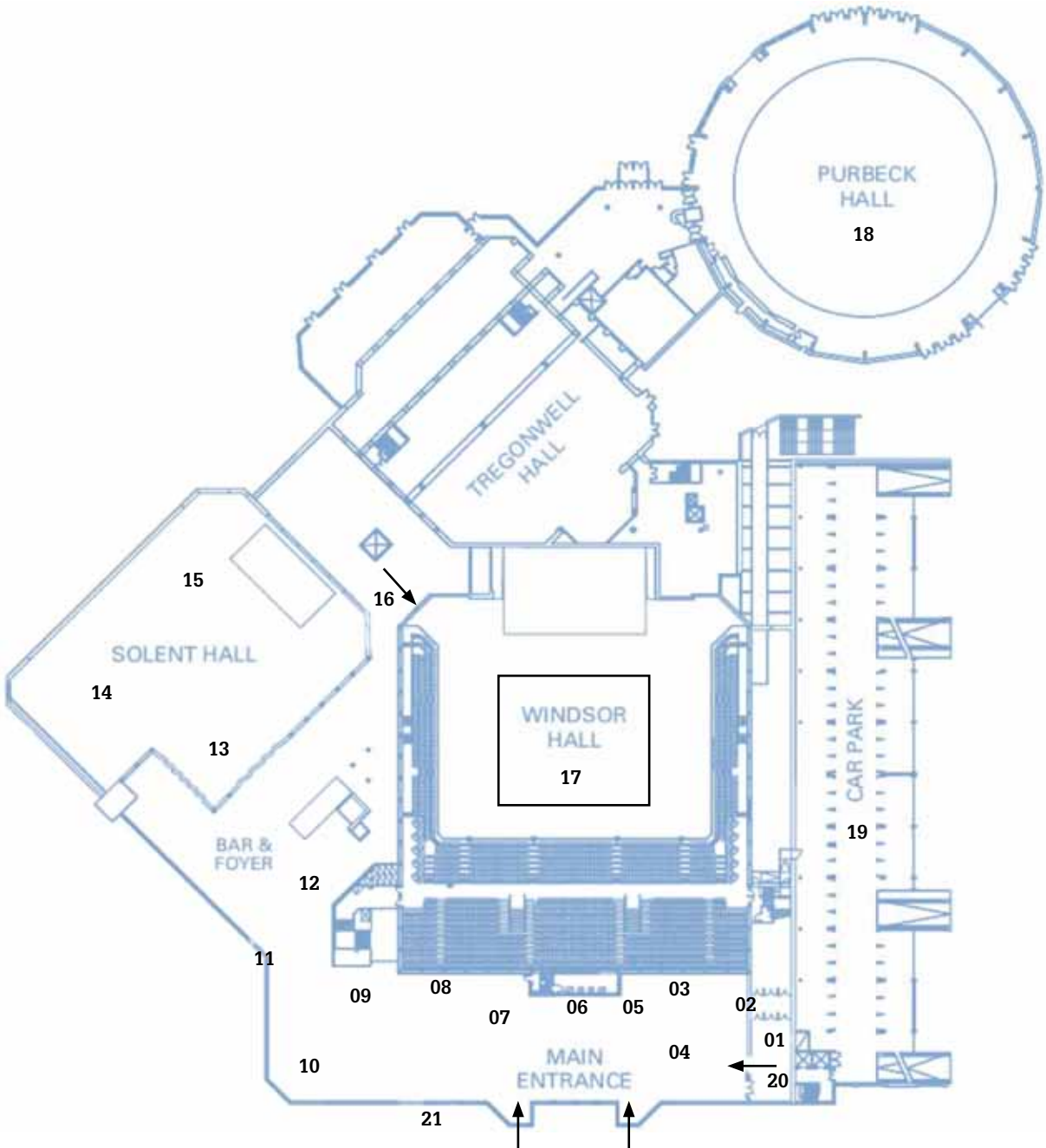
## Outstanding Fees

If you have any monies owing to the University or have in your possession any property belonging to the University, your certificate will be withheld until these have been cleared (payment needs to be made and/or property returned seven working days prior to the ceremony).

\*correct at the time of printing

The protocol for those receiving PHD's is different. Please see [www.bournemouth.ac.uk/students/phd](http://www.bournemouth.ac.uk/students/phd).

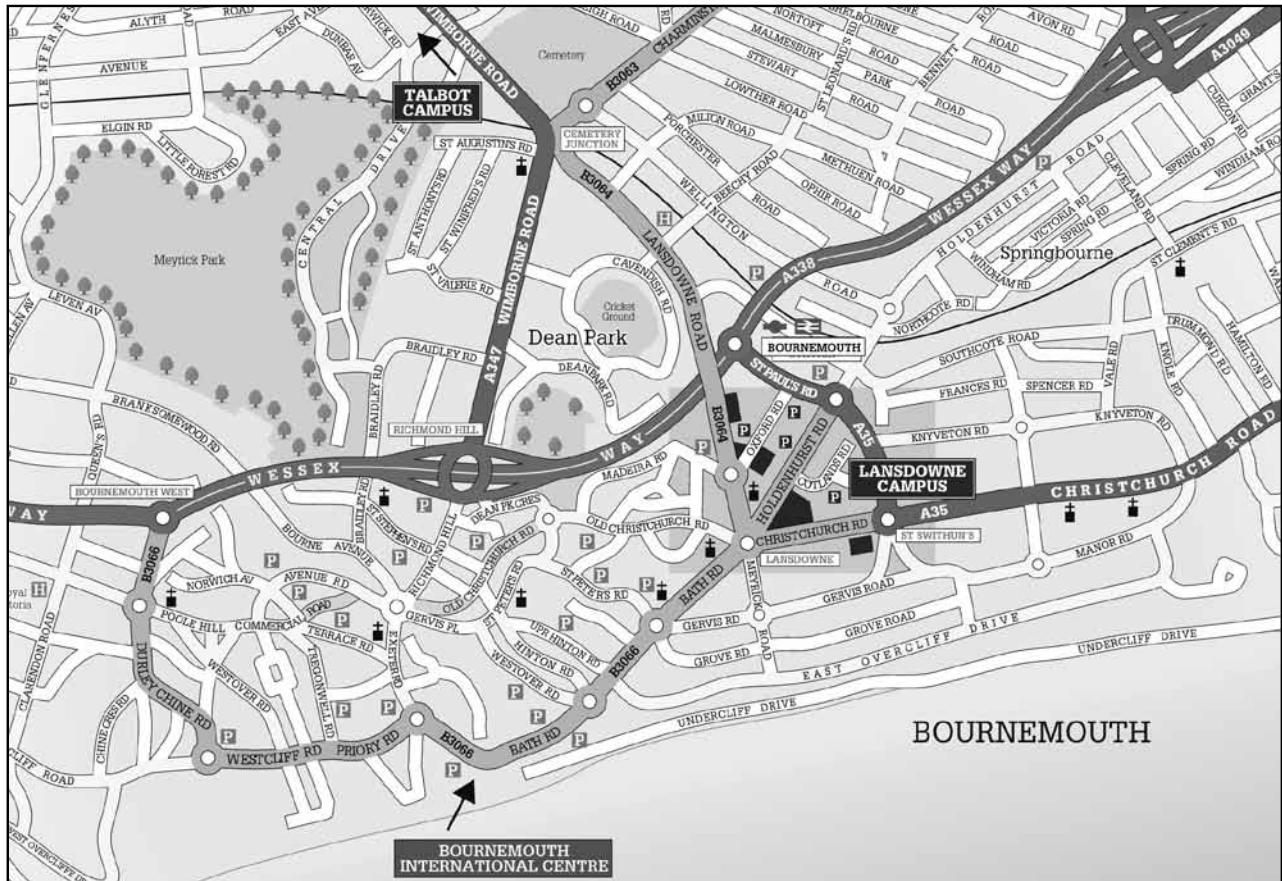
# Plan of Bournemouth International Centre (BIC)



**Key**

- |                                       |                                      |  |
|---------------------------------------|--------------------------------------|--|
| 01 Toilets                            | 08 Entrance to Windsor Hall - Guests | 15 Photography                         |
| 02 Cloakroom                          | 09 Bar                               | 16 Entrance to Windsor Hall - Students |
| 03 Entrance to Windsor Hall - Guests. | 10 BIC Box Office                    | 17 Awards Ceremony Hall                |
| 04 Graduation Gifts                   | 11 First Aid                         | 18 Post-Ceremony Reception             |
| 05 Alumni                             | 12 Toilets                           | 19 Car Park                            |
| 06 BU Enquiries Desk                  | 13 Ticket Collection                 | 20 Entrance from Car Park              |
| 07 Bournemouth Echo                   | 14 Gown Collection                   | 21 Cash point                          |

# How to find the BIC



## Directions to the Bournemouth International Centre (BIC)

Bournemouth International Centre  
Exeter Road, Bournemouth  
BH2 5BH  
UK

[www.bic.co.uk](http://www.bic.co.uk)

## Travelling by Air

Bournemouth International Airport is 10 minutes from the town centre via the A338 (Wessex Way). Thomson Fly, Ryanair and Easyjet fly to and from numerous European locations, visit their websites for further information.

## Travelling by Rail

Bournemouth is served by 2 trains an hour from London Waterloo, the journey time is around 2 hours visit the South West Trains website for timetable information. Main line links to the North and Scotland arrive at Bournemouth Railway Station visit the Virgin Trains website for timetable information. Bournemouth Station is a 10 minute taxi ride from the Bournemouth International Centre.

## Travelling by Road

From London:

Follow the M25, then the M3, M27 and A31 towards Ringwood. From Ringwood, take the A338 (known locally as the Wessex Way) as far as the Bournemouth West Roundabout.

From The Bournemouth West Roundabout:

Take the first exit and follow the brown tourist signs to the BIC. The BIC has a multi-storey car park, which can be accessed off the roundabout at the bottom of Priory Road.

From the North and West:

Head for the A31/A338 junction (Ashley Heath) just outside Ringwood, taking the A338 (Wessex Way) to Bournemouth. Follow the directions from the Bournemouth West Roundabout for the BIC.

## Parking

For information on local parking options please visit [www.bournemouth.gov.uk/streettransport/parking/wheretopark.aspx](http://www.bournemouth.gov.uk/streettransport/parking/wheretopark.aspx).

# Post-Ceremony receptions - Lets celebrate



After each of the ceremonies there will be an informal reception to celebrate your success with family and friends. The receptions will be held at the BIC in the Purbeck Hall. At the receptions graduates and guests will receive a choice of an alcoholic or non-alcoholic punch. Canapés will be served, there will be a cash bar, live music and an opportunity to mingle with fellow graduates and BU staff. We hope you enjoy the day!

## **The receptions will take place as follows:**

### **Tuesday 8 November**

School of Applied Sciences

12.30pm  
Purbeck Hall

School of Health & Social Care

4.30pm  
Purbeck Hall

### **Wednesday 9 November**

School of Tourism

12.30pm  
Purbeck Hall

School of Design, Engineering & Computing

4.30pm  
Purbeck Hall

### **Thursday 10 November**

Graduate School

Student and Academic Services

The Business School (PG)

12.30pm  
Purbeck Hall

The Business School (UG)

4.30pm  
Purbeck Hall

### **Friday 11 November**

The Media School

12.45pm  
Purbeck Hall

BOURNEMOUTH UNIVERSITY

# Graduation Ball

**02 Academy Bournemouth | Friday 11 November | 7pm - 2am**

**Just for your very special last Ball you will be able to enjoy a posh three course banquet - there is strictly limited banquet ticket availability so we recommend you place your order straight away.**

Following the banquet there will be a superb entertainment line-up which will whisk you through the night. You can order tickets for the full event or just the post-banquet entertainments. Most importantly do it right away as the Early Bird Discount expires on Friday 12 August and there is always high demand.

Very much looking forward to your attendance at Grad Ball 2011.

Best wishes

SUBU Entertainments

**To order your Graduation Ball tickets please fill in the form enclosed with your Graduation mailshot which should arrive on your doorstep in July/August 2011.**

**Send the order with a cheque made out to 'SUBU' to:**

Grad Ball Tickets  
SUBU, Bournemouth University  
Talbot Campus, Fern Barrow,  
Poole, Dorset. BH12 5BB  
UK

Or you can order online at: [www.subu.org.uk](http://www.subu.org.uk)

## **Graduation Ball '11 Order of Ceremonies**

6.45pm prompt

Buses to Graduation Ball

From BU Executive Business Centre, Holdenhurst Road  
(pre-book now and guarantee your seat at [www.subu.org.uk/events](http://www.subu.org.uk/events) £2 one-way).

7pm

Banquet reception

O2 Academy, Boscombe for all Banquet ticket holders.

7.30pm

Graduation Ball Banquet Service

9pm

After- dinner Casino

(banquet ticket holders only).

9.30pm

Graduation Ball Entertainments

(all ticket holders).

2am

Carriages



# Eligibility, name changes and data protection

Please read the following information carefully as it could affect your eligibility to attend.

**By confirming your attendance or non-attendance at the Awards Ceremony, you confirm that you agree to the terms and conditions of the university, available at <http://studentportal.bournemouth.ac.uk/help/award-ceremony/arranging/terms-conditions.html>. If you have any queries regarding the following, please contact the Ceremony Organisers or the programme administrator for your course. Please note, however, that we will only be able to discuss the following matters with the graduand directly, due to data protection restrictions.**

## Board of Examiners dates, referrals and appeals etc

In order to be eligible to attend the 2011 ceremony, the Board of Examiners for the course that you are studying needs to have taken place on or before Friday 23 September 2011. If, at the Board of Examiners, you are unsuccessful, and/or have a resit, resubmission, are awarded a Pass or Aegrotat degree or appeal against the decision it may be that you will not remain eligible to graduate at the ceremony. Any outstanding issues, as previously mentioned, would need to be resolved by Friday 23 September so you can still attend.

If you become ineligible, tickets will not be issued and a refund will be made (an email will be sent to advise you of this). When the situation has been resolved we may be able to invite you to a future ceremony and will send you details of that nearer the time.

It's your responsibility to ascertain your results and check your eligibility (in accordance with the Student Assessment Handbook).

## Name changes

Your certificate and other award ceremony documentation will be produced using the name that is held on the student record system (which is shown on the letter we sent you, concerning your ceremony). This is the name you advised us of when you completed your enrolment form. When you sign

the enrolment form you are signing to accept the conditions listed, of which one of them is "I confirm that all the information given on the form is correct. I accept that the names given will be used on my award certificate". The name you enrolled with will appear on your award certificate and should be as it appears on your passport.

If your name has changed prior to the Board of Examiners (due to marriage etc, proof will be required) or you didn't enrol with your middle names and would like these on your certificate, please ensure that you advise the Ceremony Organisers, in writing, as soon as possible.

We will only be able to accommodate changes if we are notified prior to the date of the Board of Examiners.

Also, if you have any special characters in your name, which are not recognised in the standard English alphabet, please ensure that you notify the Ceremony Organisers immediately at [graduation@bournemouth.ac.uk](mailto:graduation@bournemouth.ac.uk)

If you're unsure whether we have the correct name listed for you, please contact us to check at your earliest convenience. We are not able to make any changes once the Board of Examiners has met.

## Data Protection

All potentially eligible graduands should be aware that the ceremonies are regarded as public events. Irrespective of whether graduands attend a ceremony, personal data of all successful graduates of the University are published in the award ceremony booklet (including name, course, award and classification if applicable).

This information will also be passed to others involved in the ceremonies (eg. T-shirt company and the local newspaper). The ceremonies are recorded on video/DVD, which can be purchased by anyone attending the ceremonies. By participating in this event, graduands consent to having personal information published and used by others to provide a graduation service. Graduands can only request that their name be withheld from award ceremony documentation, when registering online (on the personal details page).

# Watch your ceremony online



BU invites you to view the November 2011 Awards Ceremonies as they happen, online.

**The award ceremonies will be broadcast live via [www.bournemouth.ac.uk/graduationstream](http://www.bournemouth.ac.uk/graduationstream) and will be archived within 24 hours. You can also use the link below to watch a previous ceremony online to see what happens:**

**[www.youtube.com/bournemouthuni](http://www.youtube.com/bournemouthuni)**

A free download of the ceremonies will be available to everyone shortly after the ceremonies via Success Photography.

# Hire your academic dress online

at [www.gownhire.co.uk](http://www.gownhire.co.uk) and save money!

Pay by credit or debit card (all major cards accepted) and receive your confirmation and order number all in one simple transaction.

**Please remember you will need to wear the correct robes to attend your ceremony. For more information, see [www.bournemouth.ac.uk/graduatingstudents](http://www.bournemouth.ac.uk/graduatingstudents).**

Before you start, make sure you know your head circumference, chest and height measurements and have your credit/debit card details available.

Ensure you print out your order confirmation and take it with you when you collect your outfit on the day of the ceremony, so Ede and Ravenscroft can process your order quickly. Your gown will need to be returned to the same location, before you leave the BIC.

You can also buy your robes online. If you don't have access to a computer, hire or buy from Ede and Ravenscroft on **+44 (0) 1223 861854**.

Operating hours are 9am-5pm Monday-Friday (calls may be recorded for staff training).

Facilities for the Deaf and Hard of Hearing or those with a Speech Impairment are available using textphone. Dial **1800 1012 2386 1854**. Important: You won't receive the online hire discount if you order through the Call Centre to access the RNID Typetalk System.

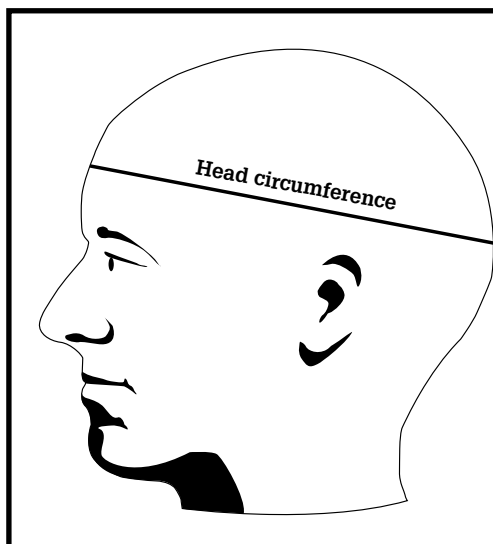
## Book early to be sure of your order

Ede and Ravenscroft can't always guarantee an order if you book later than 21 days before the ceremony. Please check the website to see if the ceremony date option is still available, or ring the Call Centre to establish if you can still book.

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

Academic Dress will be available from 8.00 am on the day of your ceremony and should be returned to the same location before you leave the Bournemouth International Centre (BIC).

For more information visit <http://studentportal.bournemouth.ac.uk/help/award-ceremony/arranging/gown-hire.html>



## Hints and tips

- 1) Measure your head circumference (see the illustration)
- 2) On the day it may be helpful to bring along a couple of safety pins to help secure your gown hood and hair grips to secure your mortarboard
- 3) You're advised to wear a shirt/blouse with a buttoned front, as the loop of the gown hood is designed to fit over a button.

## SUCCESS PHOTOGRAPHY

Your graduation day is a very special one and one that you will want to commemorate. As official graduation photographers, appointed by Bournemouth University, we are delighted to offer a wide choice of photographic packs and frames as well as a free download of your ceremony video.

We take every graduands photograph as they are presented on stage, and offer professional studio photographs of both you and your family before the ceremony.

You can also access an online video of your ceremony. Free to download from the success photography website.

For more information, prices, discounts and to book a studio time, visit [www.successphotography.com](http://www.successphotography.com)



# Order your souvenirs



## Graduation T-shirts and hoodies supplied by Graduation Gear

Commemorative T-Shirts, Two-tone T-Shirts & hoodies are produced in collaboration with Bournemouth University, and provide a unique and lasting memento of your ceremony.

Your name, along with those of your fellow graduates, will be screen-printed on the back of the garment, and the University logo will be on the front.

These commemorative garments are best quality, and are all Fairtrade and organic. The T-shirts are 100% white cotton, and the hoodies are in light grey marl and have a double thickness hood with drawcord, front muff pocket & drop shoulder style. All garments are large.

To order, visit the website at [www.graduationgear.co.uk](http://www.graduationgear.co.uk).

**Choose to:** Pay in advance for garments and collect on the day.

**Or...**

If you're unable to attend, but would like a garment, it can be posted to you.

**Or...**

Purchase garments on the day. Please note that if stocks run out, garments can be sent to you via post, but a postage charge will apply.

**Important:** Your order must reach Graduation Gear at least one week before the ceremony. Garments that are to be posted will be dispatched shortly after the ceremony.

## Graduation champagne supplied by GradGifts

Celebrate in style with fine champagne personalised for your achievement with your name and that of the University.

You can order online at [www.gradgifts.co.uk](http://www.gradgifts.co.uk). Please allow 21 days for delivery (available to UK mainland addresses only).



## Alumni Merchandise

Further souvenirs will be available on the day from the Alumni stand in the BIC foyer.

# Alumni

## Stay in touch

As a BU graduate you'll automatically become a member of the Alumni Association and will receive regular e-newsletters and the alumni magazine, BU & Beyond, to keep you up-to-date with what is happening at your University.

The Alumni Team will be at your ceremony to say hello and to hear news of what you have been doing since you finished your course. They will also have a range of merchandise available to purchase from their stands.

Check out [www.bournemouth.ac.uk/alumni](http://www.bournemouth.ac.uk/alumni) for examples of previous newsletters and magazines and for details of the other ways BU can continue to help you after you graduate.

## Appear in your local paper

Local newspapers are often very interested to report local success stories after graduation – and that includes you!

To have the chance of appearing in your local paper, simply complete the form below, fill in the details and post the press release to the News Editor. You could also send a photograph – perhaps the one taken at the graduation ceremony?

If you don't know the name and address of your local paper, please contact Charles Elder, Press and Public Relations Manager, on +44 (0)1202 961032 or [celder@bournemouth.ac.uk](mailto:celder@bournemouth.ac.uk) for details.

.....<sup>(1)</sup>

## Bournemouth University celebrates 2011 graduates

.....<sup>(2)</sup> .....<sup>(3)</sup> from .....<sup>(4)</sup>

has graduated from Bournemouth University with .....<sup>(5)</sup>

in .....<sup>(6)</sup>

which was presented at an awards ceremony (8-11 November 2011) at the Bournemouth International Centre (BIC).

.....<sup>(7)</sup> plans to.....

.....<sup>(8)</sup>

Contact number/email for further information is:.....

- 1) The date you send this press release 2) Your full name 3) Your age 4) Where you live: street, area, district  
5) The name of your award eg BA (Hons), MSc, PhD 6) Your degree subject eg Business Studies  
7) Your first name 8) Information about your future plans eg your first job, further studying, travelling.

# FAQs

## How do I register to attend my award ceremony?

Please register online at:  
[www.graduationregistration.com/bournemouth](http://www.graduationregistration.com/bournemouth).  
The deadline is 9 October.

## I'm not able to attend the ceremony – do I still need to register?

Yes! We need to know if you want to graduate **in absentia** or defer your attendance to a future ceremony. If you graduate **in absentia**, your award will be conferred in your absence and you won't be eligible to attend a future ceremony. You will receive your certificate and programme by post within six weeks of the ceremony taking place. Register at [www.graduationregistration.com/bournemouth](http://www.graduationregistration.com/bournemouth).

## I want to graduate in person but I can't attend in November. What can I do?

If, due to exceptional circumstances, you would like to attend a ceremony but are unavailable for these ceremonies, you may defer your graduation. Proof of these circumstances may be required, at the request of the Conferment Officer. No charge will be made at this time but you do need to advise us by registering at [www.graduationregistration.com/bournemouth](http://www.graduationregistration.com/bournemouth) by 9 October.

## Should I wait until I get my results before I register?

No. You must register before the deadline irrespective of whether you've received your results or not. If you later find you're not eligible to graduate (see page 12 concerning eligibility), a full refund will be made and you will be sent an email to confirm that this has taken place.

## How much are the tickets?

There is no charge for attendance, a programme (which will be provided at the ceremony) and the School Reception for the graduand. Guest tickets are £10 each and include the School Reception. All graduands are allocated two guest tickets each. Extra guest seating is subject to availability and isn't guaranteed on application. If we can't meet your

ticket request, we will contact you and arrange the appropriate refund. Entrance to the ceremony will be by ticket only (for both graduands and guests).

## If I've forgotten to book an extra ticket or ordered too many tickets, what can I do?

Go to [www.graduationregistraton.com/bournemouth](http://www.graduationregistraton.com/bournemouth) before 9 October and order your extra tickets (subject to availability) or cancel tickets as required. Extra tickets can't be guaranteed after the deadline has passed and we are unable to offer any refunds.

## When do I get my tickets?

You can collect your tickets from the BU Ticket Collection Desks in the Solent Hall at the Bournemouth International Centre on the day of your ceremony. Please make sure you have your graduation registration email confirmation with you and are aware of your full course title and the award you will be receiving (also printed on the top of the letter we sent you). You won't receive your tickets in the post.

## What happens if I have missed the registration deadline?

Applications will need to be made directly to the Ceremony Organisers and may incur a late registration fee of £10. Details of how to apply will be made available at: [www.bournemouth.ac.uk/graduatingstudents](http://www.bournemouth.ac.uk/graduatingstudents) once the 9 October deadline has passed. We will be unable to guarantee any guests tickets after this date.

## Will I be sent any further information regarding my graduation?

No. Please read this booklet carefully and keep it for future reference.

## What happens if I don't register at all?

Your certificate will be held for 12 months and then destroyed. The fee for obtaining your certificate after this time is £50.

## **Do you have any recommendations for accommodation?**

Contact Bournemouth Tourism for more information tel 01202 451722 or email [deles@bournemouth.gov.uk](mailto:deles@bournemouth.gov.uk) or visit [www.conferencebookings.co.uk/delegate/BMHUNIGRAD11](http://www.conferencebookings.co.uk/delegate/BMHUNIGRAD11)

## **How do I order my gown?**

You can order directly from Ede and Ravenscroft at [www.gownhire.co.uk](http://www.gownhire.co.uk). Your gown will be available for collection at the Bournemouth International Centre (BIC) on the day of your ceremony. Please ensure that you have your order confirmation with you to claim your gown. Your gown will need to be returned to the same place before you leave the BIC.

## **What is the dress code?**

Academic dress is obligatory. Please be aware that your clothes are still clearly visible under your gown and it's expected that all graduands will dress formally, as is appropriate to the occasion (men should wear a shirt and tie; jeans and trainers are not acceptable). Please note that you do not wear your hat to graduate.

Members of the armed forces may wear their uniform and national dress is also welcome.

Guests should also dress appropriately as detailed above.

## **Is there parking?**

The car park at the Bournemouth International Centre (BIC) is a public pay-and-display car park and isn't reserved exclusively for this event. Please visit [www.bic.co.uk/information](http://www.bic.co.uk/information) for more details on the parking facilities available (including charges and facilities for the disabled). Visit [www.bournemouth.gov.uk/streettransport/parking/wheretopark.aspx](http://www.bournemouth.gov.uk/streettransport/parking/wheretopark.aspx) for other parking in and around Bournemouth.

## **Can I bring my children?**

The ceremony is unsuitable for children under five years of age. However, if you do decide to bring a young guest they will need a ticket of their own and must be accompanied by an adult. Please ensure that you include this information when you make your booking. There are no crèche facilities available at the BIC on the day. The nearest nursery is Teddy's Place. For more information, see [www.bournemouthymca.org.uk/nursery.htm](http://www.bournemouthymca.org.uk/nursery.htm)

## **I have special seating requirements – what should I do?**

Please clearly state any special seating requirements when making your booking. We will be able to accommodate these requests as long as you give us prior notice. The venue is restricted in terms of space and we may not be able to deal with such requests if you leave it until the day to advise us. We want to ensure your guests are as comfortable as possible, so please help us to achieve this by letting us know in plenty of time if there are any special seating requirements.

If you require the loan of a wheelchair for the day your local British Red Cross Association should be able to assist for more information see [www.bournemouth/students/requirements](http://www.bournemouth/students/requirements).

## **What time should I arrive for the ceremony?**

We recommend that you arrive an hour and a half before the ceremony (see timetable on page 5), in order to allow enough time to make all the necessary arrangements. With up to three ceremonies taking place on one day, all of the facilities are expected to be extremely busy.

## **Is it best to have my pictures taken before the ceremony?**

We recommend you do in order to avoid queues. The photographers will be available in the Solent Hall from 8am on the day of your ceremony.

## **Where do I collect my certificate from?**

You collect it at your ceremony after you have been on stage. If you are not able to attend your ceremony you need to register to graduate in absentia so we can send it to you at your correct address.

## **How long will my ceremony be?**

Approximately 2 hours.

## **How do I get a visa letter?**

Please contact **askBU Student Services** (details on page 21). Please note that they will not issue a letter unless you've registered to attend your ceremony.

## **I have not received my invitation.**

Please contact the Ceremony Organisers (details on page 21)

# Useful contact details

## BU contacts

Ceremony Organisers

**Tel:** +44 (0)1202 961071

**Fax:** +44 (0)1202 961066

**Email:** [graduation@bournemouth.ac.uk](mailto:graduation@bournemouth.ac.uk)

**Web:** [www.bournemouth.ac.uk/graduatingstudents](http://www.bournemouth.ac.uk/graduatingstudents)

**Office hours:** Monday-Friday 9:30am-4:30pm

**Please note:** We are unable to accept personal callers to the office unless prior notice is given. Please telephone to arrange a convenient time. In most instances, however, we are able to deal with the queries via the phone or email and so a visit to the office isn't required.

Alumni Association

**Tel:** +44 (0)1202 961083

**Email:** [alumni@bournemouth.ac.uk](mailto:alumni@bournemouth.ac.uk)

## askBU Student Services

**Tel:** +44 (0)1202 969696

**Email:** [askBUstudents@bournemouth.ac.uk](mailto:askBUstudents@bournemouth.ac.uk)

SUBU

**Tel:** +44 (0)1202 965766

**Email:** [subu@bournemouth.ac.uk](mailto:subu@bournemouth.ac.uk)

[www.subu.org.uk](http://www.subu.org.uk)

Bournemouth University

**Fern Barrow**

**Poole**

**Dorset**

**BH12 5BB**

**UK**

**Tel:** +44 (0)1202 524111

**Fax:** +44 (0)1202 961066

**Email:** [graduation@bournemouth.ac.uk](mailto:graduation@bournemouth.ac.uk)

[www.bournemouth.ac.uk](http://www.bournemouth.ac.uk)

Graduate Employment Service

**Tel:** +44 (0)1202 961663

The Careers Service is available to support you for up to 3 years after your graduation. To make a booking for either a face to face or telephone appointment with a careers advisor, call the number above. For email guidance, send your enquiry to [careers@bournemouth.ac.uk](mailto:careers@bournemouth.ac.uk). Other resources are available from [www.bournemouth.ac.uk/careers](http://www.bournemouth.ac.uk/careers).

## Ceremony suppliers

Photography and DVDs

Success Photography

**Tel:** +44 (0)1293 822211

**Email:** [orders@successphotography.com](mailto:orders@successphotography.com)

**Web:** [www.successphotography.com](http://www.successphotography.com)

Gown hire

Ede and Ravenscroft

**Tel:** +44 (0)223 861854

**Email:** [student@edeandravenscroft.co.uk](mailto:student@edeandravenscroft.co.uk)

**Web:** [www.gownhire.co.uk](http://www.gownhire.co.uk)

Local accommodation

Bournemouth Tourism

**Tel:** +44 (0)1202 451722

**Email:** [deleres@bournemouth.gov.uk](mailto:deleres@bournemouth.gov.uk)

T-shirts and hoodies

Graduation Gear

**Tel:** +44 (0)161 962 0775

**Email:** [enquires@graduationgear.co.uk](mailto:enquires@graduationgear.co.uk)

**Web:** [www.graduationgear.co.uk](http://www.graduationgear.co.uk)

Graduation champagne

GradGifts

**Tel:** +44 (0)161 962 4789

**Email:** [enquires@gradgifts.co.uk](mailto:enquires@gradgifts.co.uk)

**Web:** [www.gradgifts.co.uk](http://www.gradgifts.co.uk)

Venue

Bournemouth International Centre (BIC)

**Tel:** +44 (0)1202 456400

**Web:** [www.bic.co.uk](http://www.bic.co.uk)

Car Parking (BIC)

**Tel:** +44 (0)1202 451365

**Web:** [www.bic.co.uk/aboutus/bic/parking.asp](http://www.bic.co.uk/aboutus/bic/parking.asp)

O2 Academy Bournemouth (Graduation Ball)

570 Christchurch Road, Boscombe, BH1 4BH

**Web:** [www.o2academybournemouth.co.uk](http://www.o2academybournemouth.co.uk)