

Information for Graduates 2018

Your Graduation is an occasion to remember and this page is designed to give you all the information you require before, during and after the ceremony.

By following our simple checklist at the bottom of the page, you can make all the necessary arrangements in advance so that your ceremony will go as smoothly as possible.

The Graduation Ceremony will take place on **Tuesday 3 July 2018** in Hartlepool Town Hall Theatre, Raby Road, Hartlepool. It is anticipated that there will be two ceremonies on the day; the times of the ceremonies are shown below:

Ceremony 1	10.30am – 11.30am
BA (Hons) Contemporary Textile Products	
BA (Hons) Costume Interpretation with Design	
BA (Hons) Fashion	
BA (Hons) Production Design for Stage & Screen	
BA (Hons) Textiles & Surface Design	

Ceremony 2	1.00pm – 2.00pm
BA (Hons) Creative Film & Moving Image Production	
BA (Hons) Fine Art	
BA (Hons) Graphic Design	
BA (Hons) Illustration for Commercial Application	
BA (Hons) Photography	
HND Practical Product & Spatial Design	

You should aim to arrive 90 minutes prior to the ceremony for gown fitting and photographs at 1 Church Street. This will be signposted on the day.

Tickets

You will receive free tickets for yourself and two guests to attend the ceremony and afternoon tea reception which includes a commemorative brochure, tea and cakes.

Additional Tickets

You will be able to request two additional tickets to attend both the Graduation ceremony and reception.

There will be a charge of £6.00 for each ticket to cover the extra costs of catering.

You can request a maximum of two additional tickets, for example: A graduate would like to invite four guests, the ticket allocation would be as follows:

Student Ticket	No charge
2 Guest tickets to attend the ceremony and reception	No charge
1 Additional guest ticket to attend the ceremony and reception	£6.00
1 Additional guest ticket to attend the ceremony and reception	£6.00

Gown Hire

All students are required to wear academic dress (gowns and hats) during their ceremony, these must be hired from Ede and Ravenscroft. The cost for gown hire is **£63.00**, this will include gown hire and photographs.

You will now be able to order your gown and tickets online at Ede and Ravenscroft, website www.gownhire.co.uk, select “book online now”. Before you do so, you will need to make a note of your head, chest and height measurements. Gowns can also be ordered over the telephone (01223 861854) but this will incur a £5.00 charge.

The deadline for gown and ticket orders is 31 May 2018. Please note that you will not be able to order and pay for a gown on the day.

Tickets will be available for collection from Reception between the **4th and 8th of June 2018**. You must collect the tickets yourself, unless you have made prior arrangements.

Photography

As part of the gown hire agreement, a professional photography studio will be set up on campus; the studio will be open on the day of Graduation for you to have your photograph taken. You will also be able to take photographs with friends and family and purchase them online later.

Travelling to the venue

- **Arriving by car**
If you are arriving by car, it is recommended that you park your vehicle in any one of the car parks located in the town centre.
- **Public transport**
If you are using public transport, ensure that you set off in plenty of time, just in case there are delays.

Graduation Checklist

Have you...

- Confirmed with your Programme Leader that you are graduating?
- Collected your tickets from reception?
- Completed a contact details card to confirm your contact details? (This will be used to ensure that your certificate is sent to the correct address and will be available at reception when you collect your tickets.)
- Ordered your gown and photography package from Ede and Ravenscroft?
You will need to know your head, chest and height measurements before placing your order. The deadline is 31 May 2018
- Decided which car park you are going to use on the day (if applicable)?
- Informed Student Services about any additional support you require regarding disability access or special requirements for yourself or your guests?

- Paid any outstanding fees (programme, library etc.). The College reserves the right not to admit you to the Graduation ceremony if you have any outstanding fees or debts.

The day before...

- There will be a rehearsal on Monday 2 July 2018 at 3pm which all graduating students are asked to attend.

On the day, do you...

- Have your tickets and guest tickets?
- Have your Ede and Ravenscroft Booking Number so that you can collect your gown?
- Know where you are parking and have the correct money for the parking ticket?

Tips for students...

- Don't wear your hair up as your mortarboard (hat) may not stay on. You may want to bring Kirby hair grips to help keep your mortarboard in place.
- If wearing a shirt, make sure the collar is stiff enough to pin your gown and hood to.
- Don't wear really high heeled shoes as ascending and descending the stairs can be tricky.
- Bring some safety pins so that you can attach your gown/hood to your clothes.
- Do not carry a bag under your gown.

Alumni

We encourage all graduates to continue to be part of the College community and keep in touch with us as well as the friends you made during your time here.

Disclaimer

Your name and programme may be printed in the local press on Graduation day. To opt out, please email the Events Manager. During Graduation, you will be filmed for the live webcast of the ceremonies.

If you have your photograph taken by a College roving photographer, please note that your image may be used for future College marketing materials (print and online). Photographs of children under 16 will not be taken without parental permission. If you do not wish your photograph to be taken, please let the photographer know.

Contact

If you require this information in an alternative format, please contact the Events Manager on graduation@ccad.ac.uk. Additionally, please use this contact if any of your information changes or you, or a guest, requires additional support.

Final Year Students' Questions & Answers

This Q&A handout is for final year students completing their studies in academic year 2017-2018.

Where can I find information about the graduation ceremony?

All the information you need about the Graduation Ceremony 2018 is available on the VLE (Moodle).

When will I get my results?

Results will be available to final year students on **11 June 2018 at 14:00**

How will I get my results?

As in previous years, you will be able to access your results via e-vision you will receive an email via your College email account on 8 May 2018 with full instructions on how to access your results.

How will my work be assessed?

The Undergraduate Regulatory Framework and Assessment Regulations is available on the VLE (Moodle); paragraph 2 of Section C gives full details of the assessment procedure that the College adheres to.

How is my degree classification calculated?

The Undergraduate Regulatory Framework and Assessment Regulations is available on the VLE (Moodle); paragraph 11 of Section C explains how degree classifications are calculated.

What if I wish to appeal against my results?

If you wish to appeal against your results, information regarding the Undergraduate Academic Appeals Policy and Procedure is available on the VLE (Moodle); the deadline for academic appeals is 6 July 2018 at 12 noon.

When will I get my certificate?

Certificates are printed externally, but it is anticipated that students will receive certificates at the Graduation Ceremony.

Key Dates and Times 2018 – For Students

Description	Day	From	Time
Sign up for Additional Tickets for Graduation	Monday	05/03/2018	
Username and Passwords for E-Vision emailed to students (College Email Account)	Monday	08/05/2018	
Final date to request additional guest tickets	Thursday	31/05/2018	
Student Graduation Gown Hire Deadline	Thursday	31/05/2018	
Tickets available for collection (Collection point to be confirmed)	Monday	04/06/2018	
Publication of Final Year Results (by AUB)	Monday	11/06/2018	14:00
Graduation Rehearsal	Monday	02/07/2018	15:00
Graduation Ceremony	Tuesday	03/07/2018	
Deadline for Academic Appeals (Final Year)	Friday	06/07/2018	12:00
Certificates (Postage)	Friday	28/07/2018	