

Information for Graduates 2017 – Updated 18 May 2017

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 4 July 2017** in the Art Gallery (formerly Christ Church), Church Square, Hartlepool. It is anticipated that there will be four ceremonies on the day; the **provisional** times of the ceremonies are shown below:

Ceremony 1: 9:45am - 10.30am

BA (Hons) Contemporary Textile Products
BA (Hons) Textiles & Surface Design

Ceremony 2: 11.15am – 12.00pm

BA (Hons) Costume Interpretation with Design
BA (Hons) Production Design for Stage & Screen

Ceremony 3: 1.00pm – 1.45pm

BA (Hons) Illustration for Commercial Application
BA (Hons) Graphic Design & Communication
BA (Hons) Fine Art

Ceremony 4: 2.30pm – 3.15pm

BA (Hons) Creative Film & Moving Image Production
BA (Hons) Fashion
BA (Hons) Photography

Students should aim to arrive 90 minutes prior to the ceremony for gown fitting and photographs. This will be signposted on the day.

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.

Tickets

As part of the ceremony experience, students will receive free tickets for themselves and two guests, a commemorative brochure, tea and cakes. Tickets will be available at the main reception between **Monday 5 June to Friday 9 June 2017** and must be collected by students; **please bring proof that gown hire has been arranged.**

Additional Tickets

Students will be able to request one additional ticket to attend both the ceremony and reception. Students can also request one additional ticket for the reception only.

There will be a list on reception for students requesting additional tickets – available from 20th February 2017. There will be a charge of £6.00 for each additional ticket which will be payable when tickets are collected. This is to cover the extra costs of catering.

Students 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 ticket to attend the reception only:	£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 shortly be able to order your gown 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 orders is 26 May 2017. Please note that you will not be able to order and pay for a gown on the day.

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 purchase additional photographs on the day.

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 26 May 2017.

- 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). CCAD 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 3 July 2017 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 CCAD 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 Academic Registrar. During Graduation, you will be filmed for the live webcast of the ceremonies.

If you have your photograph taken by a CCAD roving photographer, please note that your image may be used for future CCAD 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. If you require this information in an alternative format, please contact the Academic Registry.

Contact

If any of your information changes or you, or a guest, requires additional support, please contact the College reception.

Final Year Students' Questions & Answers

This Q&A handout is for final year students completing their studies in academic year 2016-2017.

Where can I find information about the graduation ceremony?

All the information you need about the [Graduation Ceremony 2017](#) is available on the VLE (Moodle).

When will I get my results?

Results will be available to final year students on **12 June 2017 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 2017 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 7 July 2017 at 12 noon.

When will I get my certificate?

Certificates are printed externally, but it is anticipated that students will receive certificates before the end of July 2017.

Key Dates and Times 2016/17 – For Students

Description	Day	From	Time
Sign up for Additional Tickets for Graduation	Monday	20/02/2017	
Username and Passwords for E-Vision emailed to students (CCAD Email Account)	Monday	08/05/2017	
Final date to request additional guest tickets	Friday	26/05/2017	
Student Graduation Gown Hire Deadline	Friday	26/05/2017	
Tickets available for collection (Main reception)	Monday	05/06/2017	
Publication of Final Year Results (by AUB)	Monday	12/06/2017	14:00
Graduation Rehearsal	Monday	03/07/2017	15:00
Graduation Ceremony	Tuesday	04/07/2017	
Deadline for Academic Appeals (Final Year)	Friday	07/07/2017	12:00
Certificates (Postage)	Friday	28/07/2017	