



# SUMMER GRADUATION 2024

Essential information

## Things to do

- Complete the Expression of Interest planning process by 10 March.
- Look out for your formal registration email to be sent by Friday 5 April.
- Pay any outstanding tuition debts to the University by Friday 3 May.
- Let us know before Monday 6 May if you or any of your guests have any disabilities or mobility difficulties and require assistance.
- Order your academic dress by Friday 31 May.
- 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 3 May.

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 July 2024 if you do not pass and need to resit, or if the Exams Office do not have a result for you by 12.00 Thursday 30 May. 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 December 2024.

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 does graduation take place?

The graduation ceremonies will take place on our London Road campus, with the Celebration Zone being hosted on our Whiteknights campus.

### How will you get there?

If you are travelling to the University by car, rail or coach, or from Heathrow or Gatwick airport, please see [information on visiting the University](#).

#### By car

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. Toilet facilities will be available in the SportsPark Pavillion, along with a water fountain where you can re-fill reusable bottles. Parking is only available at our London Road campus for graduands with disabilities or mobility issues (and where you have notified us in advance).

A free shuttle bus service will operate between the campuses throughout the day. Tuesday 16 July the first bus will leave Whiteknights at 09:45, on all other days the buses will run from 07:45. The last bus from London Road to the Whiteknights campus will be 17:30. 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.

You should arrive at the Whiteknights campus 2 hours before your ceremony is due to begin to allow time to collect the wristbands for your guests that will allow entry onto the shuttle bus and into the Great Hall itself. You also need to allow for 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.

#### By foot

If you are already in Reading and plan to attend on foot, then you should make your way directly to the London Road campus.

#### Taxis

If you would like to book a taxi, in advance, or on the day, please contact one of the following companies:

<b>Chiltern Cars</b>	0149 157 8899
<b>Loddon Cars</b>	0118 932 1321
<b>Yellow Cars</b>	0118 966 6555

### 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 information available in the information marquee on the central lawn.

### The graduation ceremonies

The graduation ceremonies take place in the Great Hall on the London Road campus. Each ceremony lasts approximately 40 minutes – 1 hour.

Your name and the title of the programme you studied will be read out during the ceremony by the University Orator but they will not read out individuals' classifications or results.

### Great Hall wristband collection

If arriving by car, you will collect your allocated guest tickets, in the form of colour-coded wristbands, from the Wristband Collection Point in SportsPark Pavillion on the Whiteknights campus.

You and your guests with wristbands will then be directed to take the shuttle bus down to the London Road campus.

If arriving directly to the London Road campus, you will collect your guest wristbands from the Information Desk, situated on the central quad of the campus.

Wristband Collection Points will open 2 hours prior to your ceremony start time.

Guests can collect their wristbands without the graduand present, as long as the graduand completed formal registration, however the guests need to report to the desk in person. Wristbands cannot be given out to graduands to give to guests who are not present.

We are currently working on the Graduation map for July 2024, this will be updated shortly

## Extra Great Hall wristbands

Extra wristbands are rarely available. If we are able to release any, they will be made available at the Wristband Collection Points from two hours before your ceremony ONLY – none will be allocated in advance. There will be a maximum of two extra Great Hall wristbands per graduand, depending on the capacity of your ceremony (this can only be determined on the day itself).

## Guests without wristbands for the Great Hall

Guests without Great Hall wristbands can watch the ceremony live on large screens in our Graduation Ceremony Livestream Theatres on the London Road and Whiteknights campuses where seating is available. They will not need a ticket or wristband, but entry may have to be restricted for safety reasons. If this facility is in high demand, entrance will be permitted on a first-come, first-served basis.

Each ceremony is also **livestreamed on our website**, and so can be viewed by friends and family members unable to travel to Reading.

## 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 or Graduation Ceremony Livestream Theatres. Please contact [graduation@reading.ac.uk](mailto:graduation@reading.ac.uk) for further information. Induction loop facilities are available for those with hearing impairments.

Accessible toilet facilities are located in several locations on both campuses.

## Food and drink

A variety of food and drink outlets will be open throughout the day.

## School receptions

Schools or Departments may be hosting special receptions with speeches and awarding of prizes. The schedule and location of School receptions will be available shortly.

## Photography and other merchandise

Photographic services will be available on the day from the stands in the Celebration Zone. You can book indoor graduation photography in advance with **Ede & Ravenscroft** online or by telephone on **01223 861 854**.

We are pleased to announce that recordings of the ceremonies will be available for free from the University's YouTube channel. Please note it may take several weeks following the ceremonies for these recordings to be uploaded and made available.

Photographs taken of you on the stage as you received your award will be available in the Celebration Zone for collection shortly after your ceremony. Other dedicated locations to take memorable photos with your friends, family and coursemates will also be signposted in the area.

Other **merchandise** will also be available on the day.

## 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 Graduation Ceremony Livestream Theatres, and other publicity materials available for sale from the day of graduation. Recordings of each ceremony will also be made available online at a future date, via the University's YouTube channel. Owing to the very short time frame in which the recordings are produced, it is not possible for anyone to opt out of appearing on them. 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 **view listings of local hotels** for University of Reading graduands with special graduation discount codes.

## What should you do in case of an accident or emergency?

First aiders are available in Building 33 on the London Road campus at all times, at the back of the Great Hall during the ceremonies and in the Celebration Zone.

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) on London Road Campus, or to the Information Point in the Celebration Zone on Whiteknights campus, on the day of the ceremonies.

To enquire about lost property after graduation, please contact the Graduation Office by calling **0118 378 5596** or emailing [graduation@reading.ac.uk](mailto: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

- Collect guest wristbands from 120 minutes before your ceremony.
- Collect your robes at least 60 minutes before your ceremony.
- Be in the Processions Marquee 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 or by telephone on **01223 861 854**. Please ensure you order your academic dress by 31 May at the very latest.

**You can read the regulations for academic dress.**

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.

Please leave all bags, valuables, 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 on the day of your ceremony prior to 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 will return your robes on the Whiteknights campus after your ceremony, giving you the opportunity to take photos with your guests in the Celebration Zone.

### Where should you go to join your student procession?

After collecting your robe please go to the procession marquee 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 will not be read out.

Once the ceremony has been officially opened, the University Orator will present you 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. A ramp to the stage will also be in place. You will doff your cap to the Presiding Officer who will in turn doff their cap back to you. You then descend the steps or ramp by the same route. You will then be directed to collect your graduation pack in the Great Hall annex 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 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

Graduation ceremonies will take place on our London Road campus, with the Celebration Zone being hosted on our Whiteknights campus. See **information on visiting the University**.

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.

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.

## Great Hall guest information

### If you are arriving by car:

Tickets, in form of colour-coded wristbands, will be collected from the Wristband Collection Point in Sports Pavilion on the day of the ceremony, upon arrival at the Whiteknights campus. The wristbands will allow for entry onto the shuttle bus down to London Road, as well as access to the Great Hall itself.

### If you are arriving via another mode of transport:

If you will arrive directly to the London Road campus, then the same colour-coded wristbands will be able to be collected from the Information Desk, situated on the central quad of the campus.

Guests can collect their wristbands without the graduand present, as long as the graduand completed formal registration, however the guests need to report to the desk in person. Wristbands cannot be given out to graduands to give to guests who are not present.

Please make your way to the guest entrance doors of the Great Hall at least twenty minutes before the start of the ceremony, and ensure you are visibly wearing your wristband. You may be asked to queue for a short time while the hall is prepared between ceremonies. If you arrive late you will only be admitted if space permits, and at the discretion of the Ceremony Director.

As space is limited in the Great Hall, you will not be able to take large items such as prams inside. Please take care not to dislodge any seats when entering and leaving the Hall.

Each ceremony lasts approximately 40 minutes – 1 hour. Please stay in your seat throughout the ceremony and please be aware of other guests who are watching the ceremony when taking photographs or 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.

## School receptions

Schools or Departments may be hosting special receptions with speeches and awarding of prizes. The schedule and location of School receptions will be available shortly.

## Guests without wristbands for the Great Hall

You can watch the ceremony live on large screens in our Graduation Ceremony Livestream Theatres on the Whiteknights and London Road campuses where seating is available. You do not need a ticket or wristband, but entry may have to be restricted for safety reasons. If this facility is in high demand, entrance will be permitted on a first-come, first-served basis.

Each ceremony is also **livestreamed on our website** and so can be viewed by friends and family members unable to travel to Reading.

## 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 or Graduation Ceremony Livestream Theatres. The graduand should contact **graduation@reading.ac.uk** for further information and to make arrangements. Induction loop facilities are available for those with hearing impairments.

Accessible toilet facilities are located in numerous buildings on both campuses.

We are currently working on the Graduation map for July 2024, this will be updated shortly





## Questions before graduation

For more information, please contact:

### Graduation Office

The University of Reading  
JJ Thomson Building, Room G30  
Whiteknights Campus  
Reading  
RG6 6ED

[graduation@reading.ac.uk](mailto:graduation@reading.ac.uk)

Tel +44 (0)118 378 5596 /6689

[www.reading.ac.uk/graduation](http://www.reading.ac.uk/graduation)

[@UniRdg\\_Grad](https://twitter.com/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 16–19 and 23–24 July 2024.

We will take appropriate steps to minimise the risk of COVID-19, in line with government guidance at the time and our own control measures in place on campus.

Please do not attend if you have any of the **main symptoms of COVID-19**, if you have tested positive, or if you are required to self-isolate for any other reason.

Advice for students is published on our **Essentials webpages**.



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Set on the Thames and Kennet rivers, Reading is home to one of the UK's biggest annual music festivals. From our prime location, Reading FC's Madejski Stadium is a 10-minute drive, and keen shoppers can reach The Oracle mall in just 10 minutes on foot.

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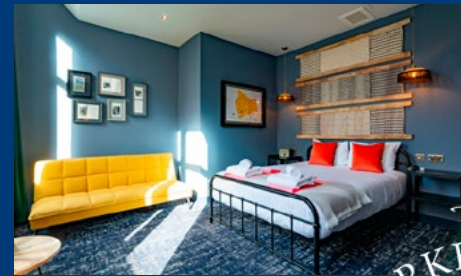
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