

Graduation Ceremony 2

3.00 pm, 16 August 2014

Putrajaya International Convention Centre

INFORMATION FOR GRADUANDS

Please read carefully before the Ceremony

1. **Dress Code for the Graduation Ceremony**

Ensuring that your academic dress sits properly and looks good for the photographs can be difficult. The following suggestions are intended to help with this. Gowns are generally easy to wear although they can tend to slip backwards; especially if worn over a silky top/blouse. Hoods can easily slide outwards and off the shoulders. They usually need pinning or buttoning to a suit jacket or shirt/blouse.

It is suggested that male graduands wear a shirt, tie and smart trousers/suit, and that female graduands wear a smart outfit that has buttons at the front, to help anchor the hoods.

Please note that jeans, tee-shirts and other similar casual items are not considered acceptable attire for Degree Ceremonies.

2. **Timetable to be followed for the Graduation Ceremony Saturday, 16 August 2014:**

- a. **Coffee and Tea** will be available for Graduands and their Guests at the foyer outside the **Hall A, Concourse Floor**, from 12.30noon onwards.
- b. **Registration & collection of guest tickets.** After you have arrived at the University, you **MUST** register for the Graduation Ceremony. Registration will be at the **foyer outside the Hall A, Concourse Floor** from **12.00nn** until **2.30pm**. You will be given a student ticket when you register. You will then be given a seat number and you must keep the ticket with you at all times as it allows you entry into the ceremony hall. You will also collect the guest tickets when you register at the registration desks. ***Please inform your guests that they need to be seated in the hall by 2.45pm.***
- c. **Collecting your academic Dress.** Immediately after registering, you should collect your gown, hood and hat from the Ede & Ravenscroft's stand, which will be in **Hall 5, Concourse Floor** from **12.00nn** until **2.30pm**. You should return your robes to Ede & Ravenscroft after the ceremony. If you wish to retain your robes for a few more days, please make your own arrangements with representatives of E & R who will be present in the room. There will be a fee charged for this.
- d. **Official Photographers.** Ede & Ravenscroft (Malaysia) Sdn Bhd is the official photographer for the Graduation Ceremony. On 16 August 2014, they will set up a studio to photograph the graduands. Their photographers will be available to take photographs of graduands in **Hall 4, Concourse Floor** from **12.00nn** until **2.30pm** and again after the ceremony is finished.

Members of the audience are permitted to take photographs during the Ceremony **but are asked to do so from their seats and not to move about the Hall during the Ceremony.**

- e. **Arrangements for the Degree Ceremony itself.** You **MUST** be registered, gowned and in your seat in the Hall A by **2.30pm**. Once seated in the hall, please do remain seated. If you arrive late or are not in your seat by this time, you **will not be allowed** to go onto the platform to receive your award. A programme booklet for the Ceremony, which states the order of presentation, will be on your seat. Please also note that the Graduation Ceremony will begin at **3.00pm sharp**.
- f. **Receiving your Degree.** You will move forward from your seats by rows, in strict order of names as they appear in the Programme booklet. Your names will be checked. As soon as the Dean reads out your name, you should walk across the platform to the Presiding Officer's table, pause and bow. The Presiding Officer will shake your hand and say "I admit you". You will then proceed to the far side of the platform, where Professor Christine Ennew, Provost, will shake hands with you, and present you with a scroll. Please note that this will be empty – you will collect your degree certificate when you get off the stage before returning to your seats. Stewards will be present throughout the ceremony to guide you and will be happy to assist you with any problems.

Please note that you are to leave your hats on your seats before going up onto the stage.
- g. **Group Photograph.** At the end of the Graduation Ceremony, after the procession has left the Hall, the graduates will also follow the procession out to take their group photograph, which will be taken by our official photographers. Please follow the stewards' instructions.
- h. **High Tea Reception.** After the Ceremony has ended, a buffet reception will be served in **Hall B, Concourse Floor**. All graduates and their guests are invited to attend. Admission is by ticket only.
- i. **Car Parking.** There are ample car parks available in the basement parking.
- j. **Other Guest.** Some of you may invite other family members (*who do not have tickets*) to come along to take your family photograph after the ceremony. These guests can wait at the café or at the many lounges available at PICC. Please note that if these guests do not have a ticket, they will not be allowed into the Hall as well as the reception area.

We do hope that you and your guests will enjoy your Graduation Ceremony as it is an historic occasion for you.

A VCD recording will be made of the Ceremony. You may place an order for a copy if you are interested.

If you have any questions, please ask them now rather than waiting until the Ceremony. Enquiries should be made via telephone at +6(03) 8924 8636/8751 or +6(03) 8725 3476 or by e-mail to graduation@nottingham.edu.my .