

# Edinburgh College

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# GRADUATION

THURSDAY 28 SEPTEMBER

#ECGrad



For the future you want

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# GRADUATION

THURSDAY 28 SEPTEMBER

**Usher Hall, Lothian Road**

Congratulations! You have successfully completed and passed your course at Edinburgh College and now it's time to celebrate! Your graduation day is an exciting time when you can celebrate your achievements and success with fellow classmates, lecturers, family and friends.

This guide aims to give you all the information you will need to know leading up to the ceremony and what to expect on the day itself. Please read it carefully and thoroughly to ensure the day runs as smoothly as possible.

## **Register to Attend**

To attend graduation, you need to register and book your gown at **[yourgraduation.co.uk](http://yourgraduation.co.uk)** and you will be asked to enter your unique code contained in your invitation e-mail.

This is also where you will be able to hire your gown, book guest tickets and photography.

**Deadline to register and book is midnight on  
Monday 11 September 2017.**

Please Note: No further bookings will be accepted after this date.

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## Essential Information

**Ceremony One | 10.30am**

Doors open 9.30am | Seated by 10am

**Health, Wellbeing & Social Science**

**Ceremony Two | 2.20pm**

Doors open 1.20pm | Seated by 2pm

**Creative Industries**

**Engineering**

**Ceremony Three | 5.25pm**

Doors open 4.30pm | Seated by 5pm

**Tourism, Hospitality & Business**

**Built Environment**

## Costs

Graduate registration .....	Free
Gown hire .....	£25
Guest tickets .....	£6 each
Children under 5 .....	Free
Professional photography .....	From £15

**Deadline to register and book is midnight on  
Monday 11 September 2017.**

For more information and advice, visit:

 [edinburghcollege.ac.uk/graduation](http://edinburghcollege.ac.uk/graduation)

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## Tickets

The graduation ceremonies are ticketed events and entry to the auditorium will not be permitted without a valid ticket.

**Your graduate ticket is free and guest tickets are £6 each.**

Tickets for children under 5 years old are free but they must have a ticket.

**All tickets are non-refundable.**

When ordering tickets, you will be able to select which area of the Usher Hall you would like to sit in; Stalls, Grand Circle or Upper Circle. Seating in the auditorium is first come, first served based on the area you selected when booking.

**Tickets will be available to collect at the registration desk in the Usher Hall on the day of Graduation.**

**Registration desks will be open between 8.30am and 5pm.**

Register and book:



**[yourgraduation.co.uk](https://yourgraduation.co.uk)**



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## Gown Hire

All graduands must wear an academic gown and hood according to the qualification being awarded. Please ensure you select the correct award when ordering: HNC, HND, PDA etc.

Mortar boards are not part of the academic dress.

**Gown hire is £25** and will be available for collection after you register on the day, in the Lyceum Theatre situated next door to the Usher Hall. All gowns are to be returned after your ceremony back to the Lyceum Theatre.

Register and book:



**[yourgraduation.co.uk](mailto:yourgraduation.co.uk)**





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## What Happens On The Day

On arrival, you must register at the Usher Hall. Registration desks will be open from 8.30am until 5pm. We recommend you allow at least 1 hour to register, collect your gown and have your photography taken. After registration, graduands must proceed to collect gowns and have professional photography taken.

**Please remember, if you do not register on the day your name will not be called out.**

Graduands and guests must be seated in the auditorium 15 minutes before the ceremony starts:

Ceremony 1  
10.30am

Ceremony 2  
2.20pm

Ceremony 3  
5.25pm





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## What to Wear

Dress code for Graduation is smart, with most people opting to wear suits, kilts or dresses. Please ensure you wear something you will be comfortable in for the duration of the day.

## Refunds

If, for whatever reason, you are no longer able to attend the ceremony, the following refund policy for gowns will be in place:

Before 27 September 2017, a refund will be offered less a £10 administration fee.

After 27 September 2017 there will be no refund offered. All guest tickets are non refundable

✉ [graduation@edinburghcollege.ac.uk](mailto:graduation@edinburghcollege.ac.uk)





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## Photography

When registering and booking your tickets and gown hire you can also select a professional photography package, starting at £15. Full details on packages are available when booking.

Register and book: [yourgraduation.co.uk](https://yourgraduation.co.uk)

The photography studios will be located on the third floor of the Usher Hall and will be open from 8.30am to 7.30pm.

## Presentation Photographs

A presentation photograph will be taken on stage for all graduates. These photographs will be available to view and purchase immediately after the ceremony. They are printed as an 8" x 6" photograph and presented in a mount for £10 and extra copies can be ordered on the day.

We would recommend getting your photography taken before your ceremony, however you will also have the opportunity to do so afterwards.

## Refunds

If you no longer require photography you will be entitled to a full refund.

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## Seating

During registration, each graduand will receive a card with their seat number on it. Please ensure you sit in your allocated seat as this is the order you will proceed on stage. Any changes to the seating plan could result in the wrong name being called out on stage.

Seating for guests in the auditorium is first come, first served.

## The Ceremony

The ceremony will begin with a piper welcoming the Chair of the board, Principal and college staff into the auditorium and onto the stage. Graduate awards will begin after short speeches from Principal Annette Bruton and guest speaker.





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## Going On Stage

Edinburgh College staff will let you know when it is time to leave your seat and make your way towards the stage.

We will check your name and course before you go on stage from the card you received at registration.

As your name is read out you will walk across the stage and shake hands with the Principal and Chair who will present you with a scroll holder and a presentation photograph will be taken. You will then proceed to the left hand side of the stage to pick up your certificate before being directed back to your seat.

## Prizes

Special recognition awards will be presented at each ceremony. Winners will be contacted separately with further details.





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## After The Ceremony

As a courtesy to other graduands and guests you are requested to remain seated until the end of the ceremony, approximately:

Ceremony 1  
12.00pm

Ceremony 2  
3.40pm

Ceremony 3  
6.45pm

After the ceremony, graduates are requested to return their gowns at the Lyceum Theatre. Photography studios will be open until 7.30pm if you did not manage to get your pictures taken before your ceremony.





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## Edinburgh College Development Trust

Edinburgh College Development Trust, is an independent charity which supports the college to provide students with enhanced opportunities and experiences through partnership working and funding provision. Our focus is on improving employability, and life skills, and promoting positive mental wellbeing.

To date we have awarded fourteen grants and scholarships for a range of projects including supporting professional cookery students to hone their specialist skills working alongside patisserie chefs in Paris kitchens, to a classical music students' tour of the Highlands.

To find out more about the work of the Development Trust and how you can support future Edinburgh College students as well as enhancing your CV contact

**Sheena Stone on 0131 297 9544,  
[development.trust@edinburghcollege.ac.uk](mailto:development.trust@edinburghcollege.ac.uk)**

[www.edinburghcollege.ac.uk/Welcome/Development-Trust](http://www.edinburghcollege.ac.uk/Welcome/Development-Trust)