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Useful Contacts

All ceremony enquiries

T: 01273 644449
E: ceremony@brighton.ac.uk
F: 01273 642922

J. Wippell & Co Ltd (gown hire)

T: 01392 254234
Also see pages 5 and 10–13
www.wippellgownhire.co.uk

Tempest graduation photography

T: 01736 752411
F: 01736 751463
www.tempest-graduations.co.uk

Campus Clothing

PO Box 4807
Warwick CV34 9FZ
T: 0870 8032 857
F 0870 288 9552
www.campusclothing.com

Black Swan Film and Video

T: 0118 966 2813
www.bsfv.co.uk

Brighton Graduate Association (BGA)

T: 01273 642661
F: 01273 643227
E: alumni@brighton.ac.uk
www.brighton.ac.uk/alumni

Venue, dates and times

Where and when will my ceremony take place?

All ceremonies take place at the Brighton Dome, Church Street, Brighton, BN1 1UG.

If you are unsure which ceremony to attend, check the invitation e-mail.

Who is eligible to attend?

You will be eligible to attend the winter ceremonies if your course examination board meets on or before 7 July 2011. Of necessity, the invitations to the award ceremonies are sent out in advance of the final examination boards, and are not an indication that you have successfully passed your course. This information will be sent by your school after the final examination board; if you are unsure whether or not you are eligible to attend the ceremonies, please contact your school office in the first instance. If you are notified by your school that you have been unsuccessful then this invitation will be considered withdrawn.

Morning ceremonies at 10.15 am	Afternoon ceremonies at 3.15pm
Monday 25 July	
School of Arts and Media	School of Architecture and Design School of Humanities
Tuesday 26 July	
School of Applied Social Science School of Nursing and Midwifery Institute of Postgraduate Medicine	School of Health Professions School of Service Management
Wednesday 27 July	
School of Pharmacy and Biomolecular Sciences Plumpton College University courses	School of Computing, Engineering and Mathematics School of the Environment
Thursday 28 July	
Chelsea School	School of Education Centre for Learning and Teaching
Friday 29 July	
Brighton Business School CENTRIM	

If you are in debt to the university (e.g. for tuition fees, accommodation or library debts) on or after 10 June 2011 then this invitation will be withdrawn and your certificate withheld, but you will be notified of this.

What do I need to do now?

Whether you are planning to attend the ceremony or not, you need to respond to the invitation online via www.brighton.ac.uk/ceremony by **26 April 2011**

If you are unable to gain internet access before the deadline, or if you are unable to attend having already confirmed your attendance online, please email ceremony@brighton.ac.uk.

Respond using the online ceremony reply system:

Step 1	Log on at www.brighton.ac.uk/ceremony . Enter your username (student number) and password (date of birth DDMMYY) to sign in. Click on the ceremonies tab on the left hand side of the page to gain access to your ceremony page and click on reply. You may now be asked to change your password, if so, please ensure that you pick something memorable (you may continue to use your date of birth if you prefer)
Step 2	Please check that the course details are correct. If there is a problem, please call ceremony administration on 01273 644449. If the details are correct, please indicate whether you are planning to attend the ceremony and indicate whether you have any additional needs.
Step 3	Please check that your full formal name is correct (as shown on your birth certificate or passport) as this is what will appear on your certificate (please note: initials and shortened forms of names are not acceptable and accents cannot appear). Please note that if you do not confirm your full name at this time, and need to have it corrected at a later date, you will be charged for the replacement.
Step 4	Please check that your shortened calling name is correct. It is university practice to call first and surnames only, so please ensure that your names are shown correctly on this screen as this data will be used by the caller at your award ceremony.
Step 5	Please complete the correspondence address at which we can contact you after the ceremonies have taken place. You must also leave an up-to-date telephone number and e-mail address.
Step 6	Please untick the boxes if you do not wish your name to appear in the Brighton Argus or on the ceremony T-shirts.
Step 7	The process is complete, please click on 'finish'. An e-mail will be sent to you at your university address confirming your response. If your student account is no longer active, a receipt will be sent to your home e-mail address, where supplied.
Step 8	You now have the opportunity to purchase your guest tickets online. Select how many guests you would like to bring with you and follow the pages through to payment. Numbers are limited in the first instance, but there will be an opportunity to purchase further tickets at a later date, subject to availability. Please ensure that you click on the finish button at the end to complete the process, otherwise the payment will not be processed, and your tickets will not be paid for. Please note that all guest tickets must be paid for in advance and cannot be reserved without payment. Tickets will be available to collect on the day from the registration desk at the Brighton Dome and cannot be sent in advance. You will receive a receipt via e-mail for tickets purchased online.

When do I need to reply by?

Please respond to the invitation stating whether you are attending and how many guests will accompany you by **26 April 2011**. If you receive a late invitation, please complete your response as soon as possible.

Why do you need confirmation of my name?

It is important that your full name is shown on screen exactly as you wish it to appear on your certificate (initials, shortened forms of names and accents cannot appear on the certificate). If you fail to notify the Registry of your correct name, you will be charged for a replacement certificate. If you have changed your name, you should supply a copy of official documentation confirming this.

What is my calling name?

This is the name that will be called as you accept your award at the ceremony. We only call your first name and surname, so please check that this is correct. Please do not confuse this with your full formal name (step 3) which must appear on your certificate.

Which address do you need?

You must include a forwarding address and telephone number. It is particularly important to complete this section if you are unable to attend the ceremony in order that your certificate may be sent to you by recorded delivery. **Certificates cannot be sent to those who have not confirmed their addresses.**

Guest tickets**How many tickets can I order?**

When you respond to the invitation you will be able to order a maximum of two guest tickets initially. You will have to pay for them at the same time with a credit or debit card. Please note that all guest tickets must be paid for in advance and cannot be reserved without payment.

How much do the tickets cost?

Tickets cost £19.50 each and include a free programme and an invitation to the celebratory reception. The ceremony is not suitable for young children and tickets must be purchased for older children.

When can I order additional guest tickets?

Additional guest tickets may be available online from 14 June 2011 but we will stop selling them the week before the ceremony or if tickets sell out. If you return to the www.brighton.ac.uk/ceremony website and sign in as before (see page 2), you will be able to purchase extra tickets after this date.

Alternatively, contact ceremony administration (ceremony@brighton.ac.uk or telephone 01273 644449) after this date for details of availability. In the event that the ceremony sells out, it is unlikely that there will be tickets available on the door.

Are tickets refundable?

We regret that tickets are non-refundable unless you do not receive your award – under these circumstances your money will be refunded automatically.

When will I receive my tickets?

Tickets will be available to collect on the day from the registration desk at the Brighton Dome and cannot be sent in advance. You will receive a receipt via e-mail for tickets purchased online.

Will my guests be sitting next to each other?

Guests are not allocated numbered seats so guests with extra tickets bought after 14 June will be able to sit with your other guests.

What should I do if I (or my guests) have a disability or access requirements?

If you and/or your guests have additional needs which may require special seating arrangements, please let us know via the online form whilst replying or ordering your guest tickets, so that appropriate arrangements can be made.

Please note that there are steps down from the stage which recipients would normally descend, and that the safety regulations at the Brighton Dome limit the number of wheelchair users so early contact is essential. If you or any of your guests require an induction loop, we can provide them, but the venue requires us to take a £10 deposit, refundable on return.

Academic dress

Do I need to wear academic dress?

The university encourages recipients to wear academic dress at the ceremony, which consists of a hat, gown and hood.

How do I hire or buy my gown?

Please go to www.wippellgownhire.co.uk to order your academic dress online. Pages 10–14 show all the gowns and the hiring and purchasing fees. The website can be viewed and exited at any time before the final payment page. Payment can be made with any major credit or debit card. A confirmation e-mail is returned for both your order and your payment. You will need to have the following details ready:

- your height
- your chest measurement
- your hat size (circumference of head just above your ears)
- date of your ceremony
- time of your ceremony
- your qualification (noted at the bottom of your invitation letter).

Please ensure that you have indicated clearly whether you wish to hire or purchase items – some recipients may wish to purchase one item and hire others. (It is important that recipients who choose to use Wippell's facilities and are eligible to wear a hood should do so as this is unique to the University of Brighton and the Brighton and Sussex Medical School and denotes the level of your award.)

If you are unable to order online, please call the ceremony administration team on 01273 644449 for advice.

Where do I collect my gown from on the day?

Wippell's will be located in the Corn Exchange in the Dome complex. As the robing area can get busy about 45 minutes before each ceremony, we recommend that you collect your gown as soon as possible after registration. Pins are provided to secure your hood, either at the shoulders or by the loop at the front; you may find it useful to wear a buttoned shirt or top so that the loop can fit over the button. Hair grips also help to secure the mortar board (hat).

Photography

Will there be a professional photographer at the Brighton Dome?

Yes. Tempest Graduation Photography will have studios set up inside the Pavilion Theatre. Details of our official photographer's arrangements can be found on page 15. (Please note that Tempest Graduation Photography is the only official professional photographer at the ceremony.)

Should I book the photographer before I arrive?

Photography sessions cannot be booked in advance, although details of the service provided will be available on their website four weeks before the ceremonies. The photography studios will be open before and after the ceremony. They will close at 12.45pm promptly after the morning ceremony and at 5.45pm after the afternoon ceremony. Please be aware that there can be long queues, and it is recommended that you have photos taken before the ceremony, where possible.

Can I take my own photos?

Yes, you can take your own photos within the Dome complex including the auditorium. However, we would ask that guests do not move around the auditorium during the ceremony.

Publication of names

Programme brochure

The university prints names of all graduates in an award ceremony programme which is available free of charge on the day of the award ceremony. Please note that the names of those with outstanding debts at the 10 June 2011 will not appear in the programme.

Programmes will be available, free of charge, from various points in the Dome complex.

Publication

The university releases names of students that have successfully completed awards to the Brighton Argus and the names are printed in a souvenir graduation edition of the paper on the day of the ceremony. If you would like your name removed from the publication you must either untick the relevant box in **step 5** of the online reply process, or advise ceremony administration in writing by 17 June 2011.

Campus Clothing

All students who are eligible to attend the ceremony have their names printed on a ceremony T-shirt. If you would like your name to be removed from the T-shirt then you must either untick the relevant box in **step 5** of the online reply process, or advise ceremony administration in writing by 17 June 2011.

Ceremony recording

The ceremony proceedings are filmed by Cam 3 Media and the recording is available to purchase after the ceremony. By electing to take part in the ceremony proceedings you are giving permission for your image to be recorded and photographed.

Brighton Graduate Association

As an alumnus of the University of Brighton, you automatically become a member of the Brighton Graduate Association (BGA). The BGA is a bridge between your past and your future. It is your link to the university, your student colleagues and members of staff. The association offers a range of information, benefits and services to Brighton alumni at home and abroad and has a network of 100,000 alumni worldwide. Through the BGA, the university can keep you up to date on postgraduate training and professional development opportunities, university events and reunions. It can also advise you how to continue to access university services.

Other great benefits of your BGA membership include:

- Free lifelong professional careers advice (including CV checking and employability skills sessions)
- Access to a worldwide network of 100,000 alumni via the Alumni Advice Network
- Free magazines and ebulletins providing news about the university and alumni achievements
- Information and invitations to a range of events, reunions, lectures, seminars and conferences
- Discounts on postgraduate training and professional development courses
- Mentoring opportunities
- Free library membership for a year after graduation and a specially discounted membership rate thereafter
- Special membership rates for the university's sports facilities
- Continued eligibility for student discounts via the NUS Extra card
- A professional email address for life
- Promotion of alumni successes and services via its social media and publications
- Assistance in establishing industry-specific and subject-focused alumni chapters

What to do on the day

Timetable	10.15am ceremony	3.15pm ceremony
Arrival: register, collect tickets and gowns, photography, refreshments	earliest from 8.15am latest 9.30am	earliest from 1.15pm latest 2.30pm
Doors to auditorium open	9.30am	2.30pm
Recipients and guests should take their seats by	9.55am	2.55pm
Ceremony begins	10.15am	3.15pm

Getting there

A map of Brighton is available on the website. Please ensure that you allow ample time for arrival as car parking may be difficult and can be some distance from the Brighton Dome, and Brighton station is a 10–15 minute walk away for those travelling by train. Please see www.citytransport.org.uk for further information about transport in the area.

Registering your arrival

Recipients must arrive between the times stated above and enter via the Corn Exchange entrance of the Brighton Dome in Church Street. Go first to the registration desk where you will be given your seat, guest and reception tickets. You will then be directed towards the gowning area. It is important that you register upon arrival as requested because recipients without a seat ticket may not be able to receive their award.

Recipients are seated in reserved blocks in the centre of the main auditorium. You may take your seats from the time that the auditorium doors open but you must be seated by 9.55am at the latest for the morning ceremony and 2.55pm for the afternoon ceremony. It will assist stewards if you remain seated once you have taken your place. It may not be possible for you to take part in the ceremony if you arrive after it has started.

Guests

Guests should enter via the Corn Exchange entrance of the Brighton Dome where they will be directed to the Corn Exchange. Guests do not have numbered seats and are permitted to sit anywhere except the recipients' block in the centre of the main auditorium and a few reserved seats. Children will find the balcony area especially good

for viewing although the ceremony is relatively long (approximately an hour and a half) and unsuitable for young children.

Guests are asked not to enter either the registration or robing areas in order to minimise queuing congestion. Please arrange to meet recipients in the main foyer of the Dome or the Corn Exchange.

What happens if I arrive late?

We ask that you arrive in good time for your ceremony, as we cannot delay the start of the ceremony. Those arriving after 9.45am for the morning ceremony or 2.45pm for the afternoon will be considered late and will normally be called at the end of the ceremony, rather than with their cohort, but may not be able to participate at all.

Refreshments

Will refreshments be available on arrival at the Dome?

Yes, you will be able to purchase light refreshments such as tea, coffee, soft drinks and sandwiches from both the Dome bar and in the Corn Exchange.

Will refreshments be available after the ceremony?

Yes, you will still be able to purchase refreshments from the Corn Exchange. Additionally, there will be a celebratory reception where you will be given a free glass of sparkling wine, Buck's Fizz or orange juice.

Certificates

Your certificate will normally be available at the ceremony. If for any reason it is not, it will be dispatched by recorded delivery as soon as possible after the ceremony, provided that you have confirmed an address with us online. If you move shortly before the ceremony and are then

The ceremony

What happens during the ceremony?

Recipients are seated in the auditorium alphabetically in school and course order.

A steward will ask you to stand and will direct you to the backstage area, where you will be checked on a list and directed to the side of the stage. You will be called across the stage in formal acknowledgement of your achievement, shake hands with either Lord Mogg (Chairman of the Board of Governors) or Professor Julian Crampton (Vice-Chancellor) and your certificate will be handed to you as you return to your seat. It is difficult to estimate, but we would expect the ceremony to last about an hour and a half. Once you are seated you are not normally permitted to leave the auditorium until the end of the ceremony.

Conduct

The ceremony is a wonderful celebration to be enjoyed by recipients and their guests. Aggressive or abusive behaviour is unacceptable and anyone behaving in this way will be asked to leave the ceremony.

Frequently asked questions

Do I have to wear a gown?

A gown is not mandatory, however, the vast majority of recipients do wear one and you are encouraged to wear academic dress.

What should I wear under the gown?

A shirt is ideal as there is a loop on the hood that is designed to be fastened around a button.

Do children need a separate guest ticket?

The ceremony can be relatively long and is unsuitable for young children. Older children need to have a guest ticket.

Will my guests be able to sit together?

Guests are not allocated numbered seats so guests with extra tickets bought after 14 June 2011 will be able to sit with your other guests.

Can I change my mind if I have already replied?

Once you have replied you will be unable to amend your status online. Please email ceremony@brighton.ac.uk.

unable to attend, please contact us with your new details on ceremony@brighton.ac.uk

Are there disabled parking facilities at the Brighton Dome?

Unfortunately, there are no disabled parking facilities, however here is a drop off point at the front of the Dome.

I haven't received my guest tickets, when do I get them?

Guest tickets are collected on the day of the ceremony from the registration desk at the Brighton Dome. You will have received a receipt via e-mail for tickets purchased online. Please do not telephone enquiring after guest tickets that you have ordered – they can only be collected on the day of the ceremony.

When should I arrive?

For the morning ceremony, you can arrive any time between 8.15am and 9.30am; your guests can arrive later, but they must be seated by 9.55am. For the afternoon ceremony, you can arrive any time between 1.15pm and 2.30pm; your guests can arrive later but they must be seated by 2.55pm.

Further enquiries

If you have any questions that are not answered in this brochure, please contact ceremony administration in the Registry on 01273 644449. Please quote your reference number, which is given at the top of your letter of invitation. Or, you can email ceremony@brighton.ac.uk.

The address for all correspondence is:

Ceremony administration, Registry
University of Brighton
Cockcroft Building, Lewes Road
Brighton BN2 4GJ

You may also find the website useful:

www.brighton.ac.uk/awardceremonies

Disclaimer

In the event that any or all of the award ceremonies have to be cancelled, rescheduled or postponed due to circumstances beyond the university's control, we cannot be held responsible for any costs incurred by the said cancellations, rescheduling or postponement.

Gowns

J. Wippell & Company Limited

Robemakers by appointment to the University of Brighton

PO Box 1, 88 Buller Road, Exeter, EX4 1DQ.

Telephone: 01392 254234

As the officially appointed robemakers to the university, we invite you to hire or purchase the robes that you will require for the awards ceremony. Please go to www.wippellgownhire.co.uk to order your academic dress online (see page 5 for details that you should have ready). If you are unable to order online, please telephone the university on 01273 644449 for a pre-printed order form which should be returned to the address above.

The robes will be available from the Wippell's representative in the Corn Exchange at the Brighton Dome immediately prior to the ceremony. A receipt for payment will be given to you then. Any payment received for robes subsequently not required will be refunded if you advise Wippell's in writing within 30 days following the ceremony, and also include a stamped addressed envelope. To avoid the possibility of incurring the full purchase price, you are requested to return your hired robes to the Corn Exchange at the Brighton Dome shortly after the ceremony has finished.

Purchase price list	Gown	Hood	Hat
Doctorate	£465.00	£125.00	£83.00
Master of Philosophy	£230.00	£105.00	£34.00
Master of Arts, Business Administration, Laws, Public Administration, Research or Science	£220.00	£94.00	£34.00
Postgraduate Diplomas and Certificates	£172.00	£105.00	£34.00
Graduate Diplomas and Certificates	£172.00	£89.00	£34.00
Master of Computing, Design, Engineering, Fine Art or Pharmacy	£172.00	£105.00	£34.00
Bachelor of Arts, Engineering, Laws or Science	£172.00	£94.00	£34.00
University Diplomas and Certificates	£172.00	£89.00	£34.00
Foundation Degrees and Certificates	£172.00	£89.00	£34.00
Other Courses	£172.00	-	£34.00

Hiring price list	Gown, hood and hat	Gown only	Hood only
Doctorate	£41.00	£28.00	£12.00
Master of Philosophy	£38.00	£25.00	£12.00
Master of Arts, Business Administration, Laws, Public Administration, Research or Science	£38.00	£25.00	£12.00
Postgraduate Diplomas and Certificates	£37.00	£24.00	£12.00
Master of Computing, Design, Engineering, Fine Art or Pharmacy	£37.00	£24.00	£12.00
Bachelor/Foundation degree	£37.00	£24.00	£12.00
University Diplomas and Certificates	£37.00	£24.00	£12.00
Other Courses	£26.00 no hood	-	-