



**Bournemouth
University**



Graduation

Monday 6 – Friday 10 November 2023
Bournemouth International Centre



Planning your day

We can't wait to welcome you back to Bournemouth to celebrate your achievements and time at BU. Each ceremony will last between one-and-a-half and two hours and will be followed by a post-ceremony reception for you and your guests to enjoy.



Prepare for your day

We advise arriving one-and-a-half to two hours before your ceremony starts to allow enough time to collect your gown and have any photographs taken. All attendees must have a valid ticket.

Please follow the advice of staff, who are on hand to help you make your way around the building, keep everyone safe and ensure you have an enjoyable experience.

Please don't attend your ceremony if you are unwell. For more information about our graduation ceremonies, please visit our Graduation FAQ pages (www.bournemouth.ac.uk/graduation-faqs).

Gowns

When you arrive, head to the Solent Hall to collect your gown. Gowns can be collected anytime from

7:30am, and you'll be asked to show your Ede & Ravenscroft QR code or order reference number. Your guest(s) will be asked to wait outside the gowning area while the team show you how to correctly wear your graduation attire. We recommend bringing a few spare hair grips or safety pins in case you need to secure your mortar board and gown.

We anticipate gown collection to be particularly busy before each ceremony (between 9am – 10am and 1:30pm – 2:30pm). If you have an afternoon ceremony and would like to collect your gown earlier in the day, we recommend arriving after 10am to avoid queues.

You have hired your gown for the day so if you want to take photos outside the venue, please do so. Gowns must be returned to Ede & Ravenscroft in the Tregonwell Hall no later than 6pm on the day of your ceremony.

Graduation checklist:

- ☒ Do I know my seat number?*
- ☒ Have my guests got their e-tickets?*
- ☒ Do I know where my Ede & Ravenscroft QR code is for my gown collection and photography booking?
- ☒ **[Optional]** Do I have spare safety pins and hair grips to secure my gown and mortar board?
- ☒ **[Optional]** Remember to bring £2 cash if you'd like to use the cloakroom facilities at the BIC.

*Graduate and guest tickets will be emailed to you before your ceremony.

Professional photography

Professional photography will take place in the Solent Hall until 6pm. If you have pre-booked, you'll need to show your Ede & Ravenscroft QR code so that your photos can be matched to your order. If you haven't booked, but would like your photographs taken, this can be arranged on the day. Photographs taken in the Solent Hall will be emailed to you after the event so that you can select which images are printed.

Take your seat

Make sure you know your seat number* and your guests have their tickets. The graduate entrance is found opposite the Solent Hall and will open 30 minutes before the ceremony. Please make sure you take your seat no later than 15 minutes before the ceremony start time.

Guests can enter the Hall from doors 1 – 4 on the ground floor and doors 5 – 8 on the first floor. The first floor can be accessed via stairs, escalator or lift from the main foyer. Guest doors will open 45 minutes before the ceremony and seating for guests is unallocated. Guests will be able to choose where to sit once inside the Windsor Hall.

*If you have lost your ticket the team at the information desk in the Solent Hall will be able to help. Guest ticket enquiries should go to the Box Office in the BIC entrance foyer.

Ceremony arrangements

At the beginning of the ceremony, you will be welcomed by the Master of Ceremonies and asked to stand while the procession enters the Windsor Hall. Once they are seated, you'll be formally welcomed, and the ceremony officially opened.

To conclude the ceremony, you will be asked to stand for the National Anthem and the departure of the procession. Please follow the advice of our staff and find your way to our post-ceremony reception in the Purbeck Hall. Guests will be asked to leave via a different exit door and will be directed to the Purbeck Hall to meet you. Brightly coloured flags can be used as landmarks to help you locate each other after the ceremony.

Crossing the stage

We encourage you to cheer and applaud everyone crossing the stage during your ceremony. When it is your turn, please follow the advice of our Marshals and make your way to the left side of the room while staying in your seated order. You'll cross the stage as your name is read out and the Vice-Chancellor, Professor John Vinney, will be waiting on the other side of the stage to congratulate you on your achievements and shake your hand. If you would prefer not to shake hands, that is fine. The Vice-Chancellor will offer a nod instead to show his appreciation.

Ede & Ravenscroft will take your photograph as you cross the stage, and these photos will be available to view and purchase from the Tregonwell Hall after the ceremony.

You will also receive a short personalised video of you crossing the stage which can be shared on social media to recognise your achievements. This will be emailed to you a few days after your ceremony, so remember to look up and smile!

Post-ceremony reception

Our post-ceremony reception is the perfect opportunity to catch up with course mates, friends, and BU staff members. Taking place in the Purbeck Hall for approximately an hour, you will be greeted by our reception band and a glass of fizz or orange juice.

Next to the Purbeck Hall is the Tregonwell Hall, where you'll find our light-up BU 23 letters, giant deckchair and photo booth. This is also where you will need to return your graduation gown by 6pm. We expect the various photo opportunities to be popular so please join the relevant queue and wait your turn. We'll keep things moving and ensure it won't take too long.

SUBU merchandise

There will be an opportunity to purchase SUBU merchandise before your ceremony in the main foyer and at the entrance to the post-ceremony reception. You can also order a commemorative hoodie online at: www.union-shop.co.uk/graduation23

Useful information

Travel

By public transport

If you are travelling by coach or train you will arrive at the Bournemouth Travel Interchange. You will need to walk or take a bus or taxi to get to the venue.

Morebus run regular services between Lansdowne and the Bournemouth International Centre (Bournemouth Pier bus stop) and/or Bournemouth Square.

By car

If you are arriving to Bournemouth by car, the car park at the Bournemouth International Centre is a public pay-and-display car park and isn't reserved exclusively for this event. You can find more details on the parking facilities available (including charges and facilities for the disabled) on the Bournemouth International Centre website (www.bhlivetickets.co.uk/parking-at-bournemouth-international-centre).

More information on parking (including charges and car park locations) in the local area can be found on the BCP Council parking website (www.bcpCouncil.gov.uk/parking).

Live streaming

All graduation ceremonies will be broadcast live on the BU website for friends and family that are unable to attend (www.bournemouth.ac.uk/graduationstream). Recordings will also be uploaded to the BU YouTube channel after the event for graduates and guests to enjoy (www.youtube.com/bournemouthuni).

Illness, cancellation, and refunds

Illness

If you feel unwell, please do not attend graduation. You can watch the ceremonies live online, and we will post your certificate and diploma supplement to your preferred address.

If you purchased tickets and you are no longer able to attend, please refer to the Graduation Refund Policy below.

Cancellation

Although we hope to see you in November to celebrate your achievements, we understand that you may change your mind about attending your ceremony. If you decide that you no longer wish to attend, there is no action you need to take. You will be able to watch the ceremony live online, and we will post your certificate and diploma supplement to your preferred address. If you need to cancel guest tickets, please view the Graduation Refund Policy below.

Graduation Refund Policy

Should you wish to cancel guest ticket(s) for your graduation ceremony, please email bhlive.tickets@bhlive.org.uk before **5pm on 3 November 2023** (the "Refund Deadline"). Refund requests submitted before the Refund Deadline will be processed back to the card used to make the original payment within five working days. The full ticket price will be refunded to the purchaser. Please note that transaction fees paid upon booking are non-refundable.

Bournemouth University
Fern Barrow
Poole
Dorset BH12 5BB UK
Tel: **+44 (0)1202 961916**
www.bournemouth.ac.uk