



WINTER GRADUATION 2024

Essential information

Things to do

- ☐ Complete the Expression of Interest planning process by 6 October.
- ☐ Look out for your formal registration email to be sent by Friday 18 October.
- ☐ Order your academic dress by Sunday 17 November.
- ☐ Let us know before Sunday 3 November if you or any of your guests have any disabilities or mobility difficulties and require assistance.
- ☐ Pay any outstanding tuition debts to the University by Friday 25 October.
- ☐ 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 25 October.

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 December 2024 if you do not pass and need to resit, or if the Exams Office do not have a result for you by Friday 18 October 2024. 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 July 2025.

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. 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 campuses throughout the day. The shuttle bus will run from 8am until 5:30pm from Car Park 1a to London Road. The last bus from the London Road Campus will be at 5:30pm. At 11am, after the first ceremony, the shuttle bus will have an extra stop at the celebration Zone on the Whiteknights campus. After 5:30pm the shuttle bus will only run between Car Park 1a and the Celebration Zone.

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:

Chiltern Cars	0149 157 8899
Loddon Cars	0118 932 1321
Yellow Cars	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 an Information Desk situated 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 the SportsPark Pavilion 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.

See our **Graduation map of the Whiteknights and London Road campuses**

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** 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 734 759**.

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 and at the back of the Great Hall during the ceremonies.

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, 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**. 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 734 759**. Please ensure you order your academic dress by Sunday 17 November 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 the SportsPark Pavilion on the day of the ceremony, upon arrival at the Whiteknights campus. The wristband will allow your two guests access to the Great Hall itself, however anyone can use the shuttle buses for travel between campuses.

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.

See our **Graduation map** of the Whiteknights and London Road campuses





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

Tel +44 (0) 118 378 5596 / 6689

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 11–13 December 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**.




MAKE YOUR VOICE COUNT

The Graduate Outcomes survey will be emailed to you 15 months after you have finished your course.

It captures the diverse perspectives and accomplishments of the graduate community to help future students.

**GRADUATE
OUTCOMES**
SURVEY



**THOUSANDS OF
GRADUATE VOICES.
ONE SURVEY.**



Celebrate your graduation in style with a stay at Wokefield Estate

Set in 250 acres of Berkshire countryside, De Vere Wokefield Estate has been completely transformed following a £20 million restoration throughout.

Onsite, you'll find two restaurants, including their brand new Tapas at 1560 dining concept, two bars, an 18-hole championship golf course and an all-weather driving range, alongside a swimming pool and tennis court.

Book your stay directly with us using the promo code “**GRADUATION**” and receive 20% off the best available bed & breakfast rate*.

Scan the QR code to visit our website:



0118 933 4050
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DE VERE

WOKEFIELD ESTATE

Goodboy's Lane, Mortimer, Reading, RG7 3AE
*Rate fully pre-payable and non-refundable

A woman with long blonde hair and a man with short dark hair are standing on a rooftop. They are both wearing tan-colored blazers over white shirts. The woman is looking slightly to the left, and the man is looking towards the camera. The background is a clear blue sky. The word 'NOVOTEL' is written in large, white, sans-serif capital letters on the left side of the image, partially overlapping the woman's head and shoulders.

NO VO TEL

Perfectly suited to family or business stays, Novotel Reading Centre sits in the heart of the town.

Many of Reading's best restaurants, bars, and shops are just a stone's throw from the hotel. There's no shortage of things to do in the area, with easy access to Windsor and Oxford, and family attractions like Legoland nearby. From our central location you can enjoy proximity to local transport links including Reading train station, a two-minute walk away. Thames Valley Park is also just a shuttle bus away.

Guests can choose from Standard and Executive rooms, all boasting airy, contemporary designs and warmth. Our family rooms can accommodate two adults and two children comfortably.

The Gourmet Bar and Restaurant serves tempting food and drinks from an internationally-inspired menu - the perfect place to unwind after a busy day.

Hosting a meeting, conference, or event? Our ten versatile meeting rooms can accommodate up to 110 guests.

all.accor.com

NOVOTEL
READING CENTRE



Stay in Style FOR YOUR GRADUATION

JOIN YOUR FRIENDS AND FAMILY AT HILTON READING

After years of studying hard at University of Reading, you deserve to enjoy every moment of your graduation day. Treat yourself to a relaxing 4-star stay the night before graduation and start your day with our delicious breakfast buffet. Then join us after the ceremony to celebrate with family and friends over lunch or dinner in OXBO.

SAVE UP TO 20% OFF YOUR GRADUATION STAY*



Enter corporate code **226434843** when booking online at **reading.hilton.com**

HILTON READING

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READING



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*Terms and conditions apply. Room rate and food discounts available during University of Reading 2024 winter and 2025 summer graduation period only. Limited rooms available at discounted price. OXBO discount excludes beverages. For full offer details, please contact Hilton Reading.



Less than two miles to University of Reading



Plenty of free car parking available



Free WiFi in guest rooms, lobby & OXBO



Pets allowed with non-refundable fee



OXBO

Grounded by a promise of carefully sourced ingredients and lovingly crafted menus for social get-togethers.

CELEBRATE GRADUATION IN OXBO WITH 20% OFF FOOD.
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Enjoy our signature cocktails and small plates in OXBO Bar, the perfect spot for catching up with friends and family.

Unwind in our LivingWell Health Club with an indoor pool, sauna and steam room.

And order some bubbly for your room to toast your success before a night on the town.



Welcome to ibis Reading Centre, a modern and vibrant designed hotel with a perfect location is an excellent choice for both business and leisure guest.

Yes, we've got a choice town-centre location, but it's what's inside our hotel that makes all the difference!

ibis Reading Centre offers all the necessities with no fussy frills, so from a hearty breakfast spread to free fibre Wi-Fi, a 24hr snack bar to Sweet Beds in every room, you'll enjoy all the mod cons at room rates.

The hotel is based in the town centre of Reading where there are plenty of shops and restaurants to visit. A Day Pass for Novotel Reading Centre is available for £8 when staying with us. For more information contact reception.

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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