



INFORMATION FOR
GRADUATION CEREMONIES

FRIDAY 27TH JUNE 2014

BOURNEMOUTH PAVILION



CONTENTS

INTRODUCTION	4
VENUE	5
TRAVEL	5
SCHEDULE OF CEREMONIES & TIMETABLE	8
CEREMONY ARRANGEMENTS	9
GOWNING, PHOTOGRAPHY & FILMING	11
AUB SUMMER SHOWS ON CAMPUS	12
STUDENT COUNSELLING SERVICE	12
AUB CAREERS SERVICE	13
AUB ALUMNI ASSOCIATION	13
CHECKLIST & TIPS	14
QUESTIONS? GET IN TOUCH WITH US...	15

INTRODUCTION TO GRADUATION

Your Graduation is an occasion to remember and this booklet is designed to give you all the information you require before, during and after the ceremony.

By following our simple checklist on page 14, you can make all the necessary arrangements in advance so that your ceremony will go as smoothly as possible.

You might want to let your friends and family know that this booklet is available to download from our website aub.ac.uk/graduation

Best wishes

The Graduation Team



VENUE

Our Graduation Ceremonies will be held at Bournemouth Pavilion which is located in the town centre. Venue details are as follows:

Bournemouth Pavilion

Westover Road
Bournemouth
Dorset
BH1 2BA

The Pavilion is a Grade II listed venue and was built in the 1920s with classic art deco design. Adding to the thriving cultural quarter in the town, the Bournemouth Pavilion is also home to Pavilion Dance, Bournemouth's national dance house operated by Dance South West.

TRAVEL

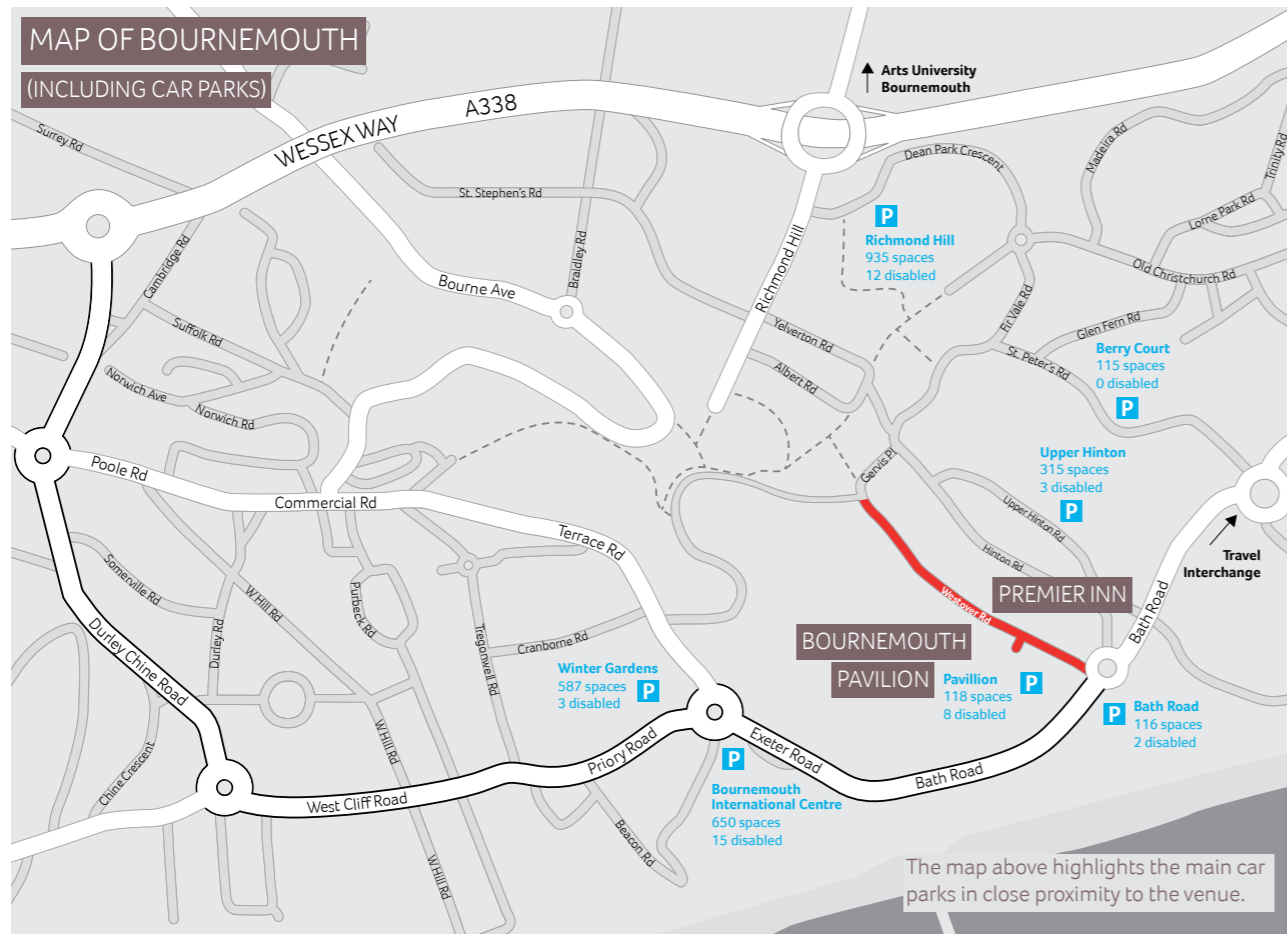
ARRIVING BY PUBLIC TRANSPORT

If you are arriving in Bournemouth by public transport (coach or train) you will arrive at the Travel Interchange, which is located in the Lansdowne area of Bournemouth.

Upon arrival you will be able to make your way to the venue by Bus or Taxi.

Yellow Buses, Wilts and Dorset/Go South Coast including 'More' buses operate regular services between the Travel Interchange and Bournemouth Pavilion (located on Westover Road).

We would recommend that you travel to the venue by Taxi in order to avoid delays. There is a taxi rank located directly outside of the train station terminal. A taxi journey to Bournemouth Pavilion will take approximately 10 mins and cost approximately £6.00, which includes the initial £2.80 pick up fee. Streamline Warrens Taxis offer 10% discount to AUB students, you must show your student card in order to receive the discount. To book with Streamline telephone +44 1202 555511.



Bournemouth Pavilion	Mon-Sun	£2.50 for 2 hours + £1 per hour after	118 spaces/8 Disabled
Bath Road	Mon-Sun	£2.50 for 2 hours + £2 per hour after	116 Spaces/2 Disabled
Bournemouth International Centre	Mon-Sun	£2.50 for 2 hours + £2 per hour after	650 Spaces/15 Disabled
Richmond Hill Multi-story	Mon-Sun	£1.00 for 2 hours + £2.50 per hour after	935 Spaces/12 Disabled
Winter Gardens	Mon-Sun	£1.00 for 2 hours + £2.50 per hour after	587 Spaces/3 Disabled
Upper Hinton Road	Mon-Sun	£1.00 for 2 hours + £2.50 per hour after	315 Spaces/3 Disabled
Berry Court, St Peters Road	Mon-Sun	£1.00 for 2 hours + £2.50 per hour after	115 Spaces/0 Disabled

ARRIVING BY CAR

If you are arriving to Bournemouth by car you will be able to park your vehicle at any one of the car parks located in the town centre - most of which are just a short walking distance away from the venue. You can expect to pay between £1.00 and £2.50 per hour for car parking.

STAYING IN BOURNEMOUTH

If you wish to stay in Bournemouth over the Graduation ceremony period, Bournemouth Tourism website features an extensive range of accommodation. For further information visit bournemouth.co.uk or telephone +44 1202 451734.

SCHEDULE OF CEREMONIES & TIMETABLE

There are three Graduation ceremonies, each lasting approximately 90 minutes. The table below outlines the ceremony timings/courses breakdown.

	CEREMONY ONE	CEREMONY TWO	CEREMONY THREE
Arrive at Bournemouth Pavilion and make your way to the Ballroom to collect your gown	08.30	10.30	12.30
Ceremony commences	10.00	12.00	14.00
	MA Fine Art MA Graphic Design MA Illustration BA (Hons) Fine Art BA (Hons) Graphic Design BA (Hons) Illustration BA (Hons) Visual Communication	Master of Architecture MA Architecture: Spatial Practices MA Costume Scenography MA Fashion BA (Hons) Architecture BA (Hons) Arts & Events Management BA (Hons) Fashion Design & Technology BA (Hons) Fashion Studies BA (Hons) Interior Architecture & Design BA (Hons) Modelmaking BA (Hons) Textiles	MA Contemporary Performance MA Photography BA (Hons) Acting BA (Hons) Animation Production BA (Hons) Commercial Photography BA (Hons) Costume with Performance Design BA (Hons) Digital Media Production BA (Hons) Film Production BA (Hons) Make-Up for Media & Performance BA (Hons) Photography
Ceremony ends: meet with family and friends outside on the Pavilion Terraces for a glass of Champagne	11.15	13.15	15.15
Make your way to the Gallery Room at the Premier Inn for professional photographs and gown return	12.00	14.00	16.00

Please note that **students must arrive at least 90 minutes prior to the commencement of their ceremony.**

NB: Gowning return for all ceremonies closes at 17.30

CEREMONY ARRANGEMENTS

TICKETS

It is **FREE** for students to graduate. As part of the ceremony experience, students will receive a commemorative brochure and a glass of champagne.

Guest tickets are £25.00. The cost includes a ticket, commemorative brochure and a glass of champagne. Each student is guaranteed **THREE** guest tickets.

Tickets will be sold via e-Vision and can only be purchased by students. Notification of the on-sale date will be sent via email to students AUB email addresses. The deadline for registration is **17th March 2014.**

Graduation packs (including tickets) will be dispatched at the beginning of June to the students' choice of term or home address, or collection from the Graduation Office. Please ensure that if 'term time' address is selected that you will still be occupying the property.

Replacement tickets will incur an administration fee.

STUDENTS – BEFORE, DURING AND AFTER THE CEREMONY

Once gowned, you will need to locate the other members of your course and wait together. A course usher will be expecting you and will ask you to line up in alphabetical order. You will then be led into the Pavilion Theatre and shown to your seat.

Once you have been shown to your seat you will be expected to remain in place unless asked otherwise. Please remember this is a formal occasion and we ask you to act accordingly.

Your usher will let you know when it is your courses' turn to graduate. You will be expected to follow your usher (staying in the alphabetical order you have been put in) to the stage area where you will remain until your name is announced.

You will enter the stage via a short flight of stairs, from which you will walk across the stage to the centre where the Chairman will shake your hand. Thereafter you will walk off stage, exiting via a short flight of stairs, where your course usher will be ready to collect you and take you back to your original seat.

When the ceremony is over, your usher will lead you in a procession out of the Pavilion Theatre and onto the terraces where you will be able to regroup with your friends and family and enjoy a glass of champagne.

Please note that Degree Certificates are not issued during the ceremonies. These will be sent in August/September to students' home address.

GOWNING, PHOTOGRAPHY & FILMING

GUESTS – BEFORE, DURING AND AFTER THE CEREMONY

The doors will open approximately half an hour before each ceremony begins.

Entry to Bournemouth Pavilion is strictly by ticket only and no exceptions will be made. If you lose your tickets you must inform us in advance so replacements may be issued.

Seating is on a first-come-first-served basis. Unfortunately seats cannot be reserved. Please note that due to the nature of the building, if you or your guests have special access requirements you must inform us of this in advance of the ceremonies so we can make the necessary arrangements.

Due to health and safety reasons guests who arrive at the Bournemouth Pavilion without tickets will not be admitted under any circumstances.

Unfortunately there are no storage facilities available in Bournemouth Pavilion. Students and guests are therefore advised to keep coats and bags to a minimum.

Non-flash photographs may be taken with hand-held cameras only. Please do not use the flash as this is very distracting for the participants. In addition we ask you to remain seated at all times and take care not to obstruct the aisles, emergency exits or the view of other guests when taking photographs. All mobile phones should be switched off upon entering Bournemouth Pavilion and remain so until the ceremony is over.

At the end of each ceremony, we ask guests to remain seated until the academic (staff and student) procession has left. Thereafter you will be ushered to the exit where you will be able to meet up with the other members of your party and enjoy a glass of champagne on the outdoor terraces.

It is advised that guests should bring an umbrella, as the weather in June can be unpredictable.

If you or your guests have any special requirements, i.e. access issues, please let us know well in advance and we will do our best to assist you.

GOWN HIRE

All students are required to wear academic dress (gowns) during their ceremony must be hired Ede and Ravenscroft.

The cost for gown hire is as follows:

- BA gown is £46.00
- MA gown is £53.00

You can order your gown online at Ede and Ravenscroft website **gownhire.co.uk**, but before you do so, you will need to make a note of your head, chest and height measurements.

Gowns can also be ordered over the telephone (+44 1223 861854) but this will incur a £5.00 charge.

Gown orders can be placed from 31st March and the deadline for orders is **1st June 2014**.

Please note that you will not be able to order and pay for a gown on the day.

GOWN COLLECTION

Gown collection will take place in the Ballroom at Bournemouth Pavilion. Students will enter the Ballroom via the external side entrance which will be signposted. Please ensure you arrive **no later than 90 minutes** prior to the commencement of your ceremony.

There are a large number of students to be gowned so queues will be unavoidable, but arriving early will help. We recommend you arrive at the Ballroom **90 minutes** before your ceremony begins. Parents and guests are requested not to queue with students due to lack of space, and instead wait at the front of Bournemouth Pavilion.

GOWN RETURN

You will need to return your gown to Ede and Ravenscroft at the end of the day, no later than 17.00. Ede and Ravenscroft gown return (and photography) will be located in the Gallery Room at the Premier Inn, Westover Road Bournemouth. This venue is located just over the road from Bournemouth Pavilion.

PHOTOGRAPHY

Professional photography studios will be located in the Gallery Room at the Premier Inn. The studios will be open from 11.00 – 17.00 on Graduation day. You may order a photography package in advance via the website gownhire.co.uk or pay on the day.

Ede and Ravenscroft will also aim to take a picture of you during the ceremony, as you cross the stage. Your picture will be available to view approximately four days after the ceremony and you will be able to purchase it directly from their website: gownhire.co.uk

DVD

A complimentary DVD of your ceremony will be posted to you, along with your degree certificate, in August/September.

AUB SUMMER SHOWS ON CAMPUS

The campus will remain open throughout the day where visitors are able to view the Summer Shows. No tickets are required to enter campus.

The Arts Bar will be open selling champagne, other alcoholic and non-alcoholic drinks plus a selection of snacks from 09.00 to 16.00.

Please note that parking on campus is limited, therefore you might be redirected to alternative car parking nearby by the AUB security team.



STUDENT COUNSELLING SERVICE

Graduation is a transitional time and some people may experience feelings of loss or fear of the future. The student Counselling service is available for help and support beyond that offered by friends, family and tutors. Sessions are held in a private and confidential setting with a fully qualified professional male or female counsellor who will listen sympathetically and without prejudice.

Counselling is designed to help you see your individual situation more clearly. We will explore and help you work through any difficult feelings that may emerge. It is also a useful tool for personal development and can help you manage stress and anxiety which may particularly affect students in their final year. For further information please contact Student Services.

AUB CAREERS SERVICE

Did you know that the AUB Careers Service offers you impartial and confidential advice and guidance for up to two years after graduation? The service includes:

- Guidance on choosing a career
- Jobseeking strategies
- Preparing effective CVs and applications
- Self-employment and freelancing
- Further study opportunities
- Volunteering and work experience
- Career planning and preparation

In addition, there are a range of online resources to assist alumni with career exploration in the 'employability' section of the website. Notably the Job shop lets students and graduates know about relevant vacancies and work experience: aub.ac.uk/jobshop

AUB ALUMNI ASSOCIATION

When you complete your course and leave the AUB you will automatically become a member of the AUB alumni association. Continued contact with our alumni is really important to us. We are proud of the number of our graduates who leave us to succeed in exciting careers across the creative industries.

We encourage all graduates to stay part of the AUB community and keep in touch with us as well as the friends you made during your time here.

AUB Alumni benefits include:

- 20% discount on AUB MA degree courses
- Use of the AUB Library facilities
- 10% discount on AUB Short Courses
- Free careers advice for two years after Graduation and the opportunity to attend careers presentations
- Discounted membership of the sports hall, gym and facilities at Sport BU (Bournemouth University)

CHECKLIST & TIPS

BEFORE GRADUATION HAVE YOU...

- Completed the Graduation Booking form and paid for your tickets? **The deadline is 17th March 2014.**
- Ordered your gown and (if appropriate) photography package with Ede and Ravenscroft? You will need to know your head, chest and height measurements before placing your order. **The deadline is 1st June 2014.**
- Planned your journey in advance? Hotels in Bournemouth book up quickly during the Graduation dates, so make your reservation as early as possible.
- Booked your travel tickets (if applicable)?
- Decided which car park you are going to use on the day (if applicable)?
- Informed the Graduation Office about any additional support you require regarding disability access or special requirements for yourself or your guests?
- Paid any outstanding fees (course, library etc.). AUB reserves the right not to admit you to the Graduation ceremonies if you have any outstanding fees or debts.

ON THE DAY DO YOU...

- Have your Graduation Pack and guest tickets?
- Have your Ede and Ravenscroft Booking Number so that you can collect your gown?
- Know where you are going? Do you have a copy of the venue map?
- Have a car parking map of Bournemouth? Some of the car parks allow you to pay by debit/credit card but it is worth bringing some extra change just in case!

TIPS FOR STUDENTS

- Don't wear your hair up as your mortarboard (hat) may not stay on. You may want to bring kirby hair grips to help keep your mortarboard in place.
- If wearing a shirt, make sure collar is stiff enough to pin your gown and hood to.
- Don't wear really high heeled shoes as ascending and descending the stairs are steep.
- Bring some safety pins too so that you can attach your gown/hood to your clothes.

DISCLAIMER

Your name and course may be printed in the Bournemouth Daily Echo newspaper on Graduation day. To opt out, please email the Graduation Office.

During Graduation you will be filmed for the live webcast of the ceremonies and also for the commemorative DVD.

If you have your photograph taken by an AUB roving photographer please note that your image may be used for future AUB marketing materials (print and online). Photographs of children under 16 will not be taken without parental permission. If you do not wish your photograph to be taken please let the photographer know.

If you require this booklet in an alternative format please contact the Graduation Office.

QUESTIONS? GET IN TOUCH WITH US...

Graduation Office

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E graduation@aub.ac.uk
W aub.ac.uk/graduation

Finance

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E income@aub.ac.uk

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