



INFORMATION FOR
GRADUATION CEREMONIES

Friday 28th June 2013
Wimborne Minster

Arts University Bournemouth
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CONGRATULATIONS

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 13, you can make all the necessary arrangements in advance so that your ceremony will go as smoothly as possible.

Please read this booklet carefully; you may want to pass it on to your guests to read.

If you have any further questions please do not hesitate to contact me: +44 1202 363720/363367 graduation@aub.ac.uk

Best wishes
Carly Marsh
Senior Marketing and Events Officer

Please note:
The AUB reserves the right not to admit you to the Graduation ceremonies if you have any outstanding fees or debts. If you have any queries concerning this please contact the Finance office on +44 1202 363362.

VENUES AND TRANSPORT

WIMBORNE MINSTER

We are very lucky to be able to hold our Graduation ceremonies in Wimborne Minster, which celebrated its 1,300th birthday in 2005. Wimborne is an attractive market town set on the banks of the rivers Stour and Allen, with plenty of shops, pubs and restaurants.

THE AUB CAMPUS

Post-ceremony receptions are held throughout the day on campus with refreshments, live entertainment, photography and gown return.

OVERNIGHT ACCOMMODATION

The AUB has corporate rates with some local hotels; please quote 'Arts University Bournemouth' when booking.

Bournemouth Hotels

The Green House Hotel, a 4* boutique hotel would like to offer the following special graduation rates:
Thursday 27th June: £90
Friday 28th June: £90
Saturday 29th June: £90
Rates are for a double room, inclusive of breakfast.

3* Durley Dean Hotel: £58 (0844 6008703)
3* Marsham Court: £59 (01202 552111)
3* Miramar Hotel: £60 (01202 556581)
(Rates shown are for a double/twin room.)

Alternatively if you would like to stay in Wimborne, please go to www.visit-dorset.com or call Wimborne Tourist Information office on 01202 886116.



TRAVELLING TO THE CEREMONIES

Please take care to plan your journey well in advance.

Travelling to Wimborne via the AUB coach

There will be a coach shuttle service for you and your guests to travel between the AUB and Wimborne, at a charge of £3.00 per person for the return journey. Coaches depart from the AUB, at 08.00, 09.45, 11.30 and 13.15. They drop off and collect in Wimborne town. You must purchase a ticket in advance. Return coaches leave Wimborne at the following times (approx): 11.00, 12.45, 14.30 and 16.15 or 15 minutes after the preceding ceremony ends.

PLEASE BE AWARE THAT PARKING ON CAMPUS IS EXTREMELY LIMITED, AND OPERATES ON A FIRST-COME-FIRST-SERVED BASIS.

Travelling directly to Wimborne by car

There are several pay and display car parks in Wimborne. A map of the town, highlighting the car parks, can be found in this booklet. If you or one of your guests has a disabled parking badge please contact the Graduation Office well in advance of the ceremonies and we will arrange parking for you.

TRAVELLING TO THE RECEPTIONS

Coaches will depart Wimborne after each ceremony and return to the AUB. Again, we would not encourage you or your guests to bring a car to the AUB due to lack of space. Disabled badge holders may book a parking space on campus by prior arrangement.

COACHES – DON'T BE LATE!

If you have booked places on the coach please arrive early as coaches will leave promptly at their departure times. They will not wait for people due to the distance and likelihood of traffic. You will be asked to show your tickets before you board. Coaches drop off in Wimborne where you will be met by a Student Ambassador and directed to the Methodist Hall, where you will collect your gown.

Please retain tickets for the return journey.

GOWNING DO'S AND DON'TS...

- DO order your gown in advance as you will not be able to organise it on the day.
- DO arrive as early as possible to collect your gown.
- DO wear a substantial-weight, high-necked shirt with a button in order that the hood can be attached. If your shirt is too flimsy the hood will pull the shirt up.
- DO bring your gowning reference with you (it's an alpha numeric number like this: 1AB123) or Ede and Ravenscroft may not be able to locate your gown.
- DON'T wear your hair up as your mortarboard (hat) may not stay on.

GOWNING, PHOTOGRAPHY AND FILMING

GOWNING

All students are required to wear academic dress (or gowns) during their ceremony. Gowns are hired online from Ede and Ravenscroft: www.gownhire.co.uk. The cost is £45 for BA and FdA gowns, or £51 for MA gowns. You can also order over the telephone on 01223 861854 but this will incur a £5 charge. (Prices correct at time of publication).

Before you start, make a note of your head, chest and height measurements. You will not be able to order and pay for a gown on the day so please make sure you do this no later than the deadline of Friday 24th May.

GOWN COLLECTION

This takes place in the Methodist Hall, Wimborne. Please arrive as early as possible to collect your gown. 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 Methodist Hall an hour and a half before your ceremony begins. Parents and guests are requested not to queue with students due to lack of space, and instead wait in the coffee bar downstairs.

GOWN RETURN

Please return your gowns to the AUB library between 11.00 – 17.30 on Graduation day.

PHOTOGRAPHY

Professional photography studios will be located in the AUB Library. The studios will be open from 11.00 – 17.30 on Graduation day. You may order a photography package in advance via the website www.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: www.gownhire.co.uk

DVD

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

SCHEDULE OF CEREMONIES AND SUGGESTED TIMETABLES

There are four Graduation ceremonies, each lasting approximately 45 minutes. Students must gather in the Corn Market (see map) at least 30 minutes before their ceremony is due to begin.

10.00 School of Visual Arts

MA Fine Art
MA Graphic Design
MA Illustration
BA (Hons) Graphic Design
BA (Hons) Illustration
BA (Hons) Fine Art
BA (Hons) Visual Communication
FdA Visual Communication

11.45 School of Design

Master of Architecture
MA Architecture: Spatial Practices
MA Fashion
BA (Hons) Architecture
BA (Hons) Fashion Studies
BA (Hons) Fashion Design
and Technology
BA (Hons) Interior Architecture
and Design
BA (Hons) Modelmaking
BA (Hons) Textiles

13.30 School of Media

MA Animation
MA Photography
MA Interactive Media
BA (Hons) Animation Production
BA (Hons) Photography
BA (Hons) Digital
Media Production
BA (Hons) Commercial
Photography
BA (Hons) Film Production
FdA Commercial Photography
FdA Digital Media Production
FdA Photographic Practice

15.15 School of Performance

MA Costume
MA Contemporary Performance
BA (Hons) Acting
BA (Hons) Arts and
Events Management
BA (Hons) Costume with
Performance Design
BA (Hons) Make-Up for Media
and Performance
FdA Make-Up for Media
and Performance

SUGGESTED TIMETABLES

Please arrive in Wimborne EARLY so that you have plenty of time prior to the start of the ceremony to collect your gown.

Suggested timetables are given below

	Visual Arts Ceremony	Design Ceremony	Media Ceremony	Performance Ceremony
Coaches depart from the AUB:	08.00	09.45	11.30	13.15
Arrive in Wimborne and make your way to the Methodist Hall to collect your gown:	08.30	10.15	12.00	13.45
Gather in the Corn Market no later than:	09.30	11.15	13.00	14.45
Ceremony commences:	10.00	11.45	13.30	15.15
Ceremony ends, meet with family and friends outside the Minster:	10.45	12.30	14.15	16.00
Return coaches depart Wimborne at the following times: (or 15 mins after the ceremony has ended)	11.00	12.45	14.30	16.15
Arrive back at the AUB for reception, professional photographs and gown return:	11.30	13.15	15.00	16.45
Photography and gown return close at 17.30. Reception ends approx 18.30, weather permitting.				

CEREMONY ARRANGEMENTS

STUDENTS

Students will be escorted into the Minster by gowned ushers. All students are seated in alphabetical order. When it is your turn to Graduate you will ascend and descend the stage via a small ramp. Certificates are not issued during the ceremonies. These will be sent to students in August/September.

GUESTS

Doors will open approximately half an hour before each ceremony begins. Seating is on a first-come-first-served basis. Please note that due to the nature of the building, sightlines may not be clear from all seats. We will erect screens where possible but please arrive early to avoid disappointment. 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.

GUEST ENTRY POLICY

Entry to the Minster 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 but will incur an administration fee. We allocate all available seats in advance, therefore for health and safety reasons **guests who arrive at the Minster without tickets will not be admitted under any circumstances.**

There are no storage facilities available in the Minster. Students and guests are therefore advised to keep coats and bags to a minimum. The Minster has no public toilets. The nearest facilities are a short walk away in the Corn Market.

Unfortunately there will be no hearing loop available in the Minster during the ceremonies. 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. 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 on entering the Minster and remain so until the ceremony is over. At the end of each ceremony, we ask guests to remain seated until all the graduates have left the Minster. The weather in July can be unpredictable. You may be standing outside for some time so please bring an umbrella, or ask one of your guests to carry one for you.

STUDENTS: BEFORE, DURING AND AFTER THE CEREMONY

Please note that alcohol is not permitted in the Minster and local bylaws prohibit the consumption of alcohol in all public areas. Once you have entered the Minster you will be expected to remain in your seat unless asked otherwise. Please remember this is a formal occasion in a place of worship and we ask you to act accordingly.

BEFORE

Please arrive in the Corn Market at least half an hour before your ceremony is due to begin, locate the other members of your course and wait together. Your Course Usher will be expecting you and will ask you to line up in alphabetical order. You will then be led in to the Minster as part of a formal procession and the usher will lead you to your seats. On your seat you will find a programme with your name on it.

Please do not swap the programmes around – sit in the seat with your name on it.

DURING

When it is time for you to graduate, you will be asked to remove your name card from the programme. Keep it with you as you line up by the stage until you are asked to pass it to an usher. Your Head of School will call your name and you will walk across the stage. The Chairman of the Board of Governors will shake your hand and you will then return to your seat for the remainder of the ceremony.

AFTER





When the ceremony is over, your usher will lead you in a procession out of the Minster. Make sure you take all your personal belongings with you when you leave. If you are catching the return coach to the AUB, please remember it will leave approximately 15 minutes after the ceremony has ended and will not wait for latecomers.



WIMBORNE TOWN CENTRE



KEY

-  Pedestrian Only
-  Car Parks
-  Toilets
-  Disabled Toilets

This map is not to scale.
 Reproduced with kind permission from Wimborne Tourist Information Centre.

To Bournemouth,
 M27, M3 and
 Southampton

POST-CEREMONY RECEPTIONS AT THE AUB

We hold four celebratory receptions during the day which you and your guests are invited to attend. No tickets are required to enter campus and you may bring as many guests as you wish.

School of Visual Arts Reception

11.30 onwards

School of Design Reception

13.15 onwards

School of Media Reception

15.00 onwards

School of Performance Reception

16.30 – 18.30

There will be a jazz band playing throughout the day and a selection of food and refreshments will be available.

All ceremony tickets have two tear-off strips. One entitles you to a glass of champagne and the other a portion of strawberries and cream. Please take your tickets to the marquee (which will be signposted).

For those guests who have pre-ordered a Picnic Lunch ticket, please take your ticket to the marquee to collect your lunch and wine.

You are encouraged to make the day your own – perhaps bring a picnic lunch and sit on the grass or the chairs and tables provided.

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

ASSISTANCE FOR THOSE WITH SPECIAL REQUIREMENTS

If you or your guests have any special requirements, i.e. disabled parking or access issues, please let us know well in advance of the ceremonies by calling +44 01202 363720 (graduation@aub.ac.uk) and we will do our best to assist you.

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 more information or to book a session, please call +44 1202 363105 or visit Student Services on campus.

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.

Your Alumni benefits include:

- 20% discount on MA programmes at the AUB
- 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 and facilities at Bournemouth University



GRADUATION CHECKLIST

HAVE YOU...

- **Ordered and paid for your ceremony tickets/coach tickets/lunch/DVD by completing the online booking form accessed via eVision?**

- Ordered your gown from Ede and Ravenscroft? www.gownhire.co.uk
- Decided how you will be travelling to the ceremony and made any appropriate arrangements?

THE 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?

This 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

If you need to talk to your AUB Careers Adviser, contact Steve at careers@aub.ac.uk or telephone +44 1202 363355 to arrange an appointment.

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

READ ME!

Please be aware of the following:

- Your name and course may be printed in the Bournemouth Daily Echo newspaper on Graduation day. To opt out please email graduation@aub.ac.uk
- 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 on future Graduation web pages, booklets and for AUB marketing and promotion in the UK and overseas. Photographs of children under 16 will not be taken without parental permission. If you do not wish your photograph to be taken it is your responsibility to ensure this does not happen.