

GRADUATION – FREQUENTLY ASKED QUESTIONS

QUESTIONS	ANSWERS
Where and when is the graduation ceremony?	Friday 1 December 2017 at the Bute Hall, University of Glasgow
How will I know if I am eligible to graduate?	If you are in your final year of study and due to complete your programme or have completed your programme within the last year, you are eligible to register for graduation. Please note, students must pass in order to graduate.
How will I receive my results?	Results will be ratified at Final Examination Board, following which all results will be published online on Friday 1 September 2017. Architecture students should also contact the MSA General Office for information on collecting their examination transcript, following publication of online results.
How do I register for graduation?	<p>Students who are eligible to graduate will be informed by email. Once you receive your invitation to register for graduation, you can complete your application online via the link sent to you by Registry. You will be able to log on to register online using your current IT Services username and password.</p> <p>All eligible, whether attending graduation or not, must register online to graduate by Friday 9 November 2017.</p> <p>Please note, there are two stages to registering for graduation:</p> <ul style="list-style-type: none"> • Stage 1 – Completion of Online Registration Form • Stage 2 – Being successfully 'Finance Checked' by our Finance Office – students who are attending graduation should ensure their graduation fee (£52.00) is paid to our Finance Office and all students must settle any tuition fee debts by Friday 9 November 2017. <p>Students will only be 'Fully Registered' for graduation once both Stages are complete.</p> <p>Please refer to the Online Graduation Registration Guidance Notes for further information regarding the online registration form.</p>
How can I pay my registration fee?	<ul style="list-style-type: none"> • Online at GSA QuickPay • By telephone on 0141 353 4503 • In person at the Finance Office

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How do I know if I have a tuition fee debt?	If you have any questions regarding tuition fee debt please contact the Finance Office directly.
I have not been able to clear my tuition fee debt the School, what happens now?	You should contact Student Support if you think you may have difficulties clearing your tuition fee debts.

Only applicable to Graduands who have registered to attend the Ceremony:

Do I have to pay to graduate?	The cost to attend the ceremony is £52.00. You are also required to pay all outstanding tuition fee debts to the Finance Office by Friday 9 November 2017 , otherwise you will not be permitted to graduate.
Why do I have to pay a fee to graduate?	The attending registration fee covers the cost of the ceremony, refreshments for you and your guests following the ceremony and administrative costs involved. The registration fee also includes life membership of GSA Alumni.
If I register to graduate and then find out I am not eligible to graduate, can I receive a refund?	Yes. Please contact the Finance Office directly to arrange this.
If I register to attend graduation and then decide not to, can I receive a refund?	Yes. You will receive a refund providing that you inform Registry before Friday 3 November 2017 .
How many tickets for graduation will I receive?	Each graduating student will receive 2 complimentary guest tickets. You can request extra tickets when you register online. Additional guest tickets are subject to availability and a £5.00 charge (per ticket). PLEASE NOTE: ADDITIONAL GUEST TICKETS ARE SUBJECT TO AVAILABILITY.
Do children also need a ticket?	Yes.
One of my guests has special requirements, how do I let Registry know in advance of the ceremony?	If any of your guests have special requirements please indicate this when you register online. Those with mobility issues can be seated in the main area which is accessible by all.
How do I receive tickets for the graduation ceremony?	You will receive an email notifying you that tickets are available for collection from Registry.
What time is the graduation ceremony?	The graduation ceremony commences at 11.00am on 1 st December 2017. Please note that students must attend at the Registration desk at least 45 minutes before this time on the day.
What is the dress code for graduation?	Graduating students should be appropriately dressed for the occasion. All graduating students are required by the University of Glasgow to wear academic dress (i.e. gowns and hoods). National dress may be worn.
How can I hire or purchase a gown and hood?	Gowns and hoods should be hired from Ede & Ravenscroft . Please complete their online hire

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	<p>form. You must have your height and chest measurements, as well as your credit/debit card details in order to complete the form.</p>
Is there a deadline for hiring my gown and hood?	Yes, Friday 16 November 2017. CHECK DEADLINE WITH EDE & RAVENSCROFT
Where can I collect my gown and hood from?	<p>Gowns and hoods can be collected from the Hunter Hall (West), University of Glasgow on the day of graduation.</p> <p>Gown collection is available from 9.00am on the day of the ceremony.</p> <p><u>Please ensure you leave yourself plenty of time to collect your gown.</u></p>
Where do I report when I have my gown and hood?	<p>Once you have collected your gown and hood you should then make your way to the registration point, which will be located at the main staircase, Gilbert Scott Building (directly under the main tower). Please <u>do not</u> wear your hood at this point as you will be hooded during the ceremony.</p> <p>It is imperative that you have registered and been directed to your robing room <u>at least</u> 45 minutes prior to the ceremony commencing. If you do not, you may not be permitted to graduate.</p>
How long is the ceremony?	Approximately 90 minutes.
What happens during the ceremony?	<p>Graduands will be ushered into the main hall and seated in order of presentation.</p> <p>Please ensure you maintain your position.</p> <p>The Academic Procession Party will then enter the hall to the organ playing “<i>Gaudeamus Igitur</i>”.</p> <p>Graduands will be ushered by stewards to and from the platform for the conferment of awards.</p> <p>At the end of the ceremony and when the academic procession party have left the Hall, each row of graduates will be ushered to the exit in pairs.</p>
When will I receive my parchment?	Your parchment will be issued to you on the day of Graduation. Occasionally there can be a delay in the production of a small amount of parchments for the ceremony. If your parchment is not inside your scroll, we will issue this to you as soon as it is produced.
If I graduate in absentia (register to graduate without attending the ceremony) how will I receive my parchment?	<p>Your parchment will be posted to your home address in January 2018. It is imperative that you ensure that Registry is aware of your correct home address otherwise your parchment may not reach you. If you need to update your address you can do so:</p> <ul style="list-style-type: none"> • In person at the Registry Office, 1nd Floor, Rose Street • By e-mail to registry@gsa.ac.uk

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