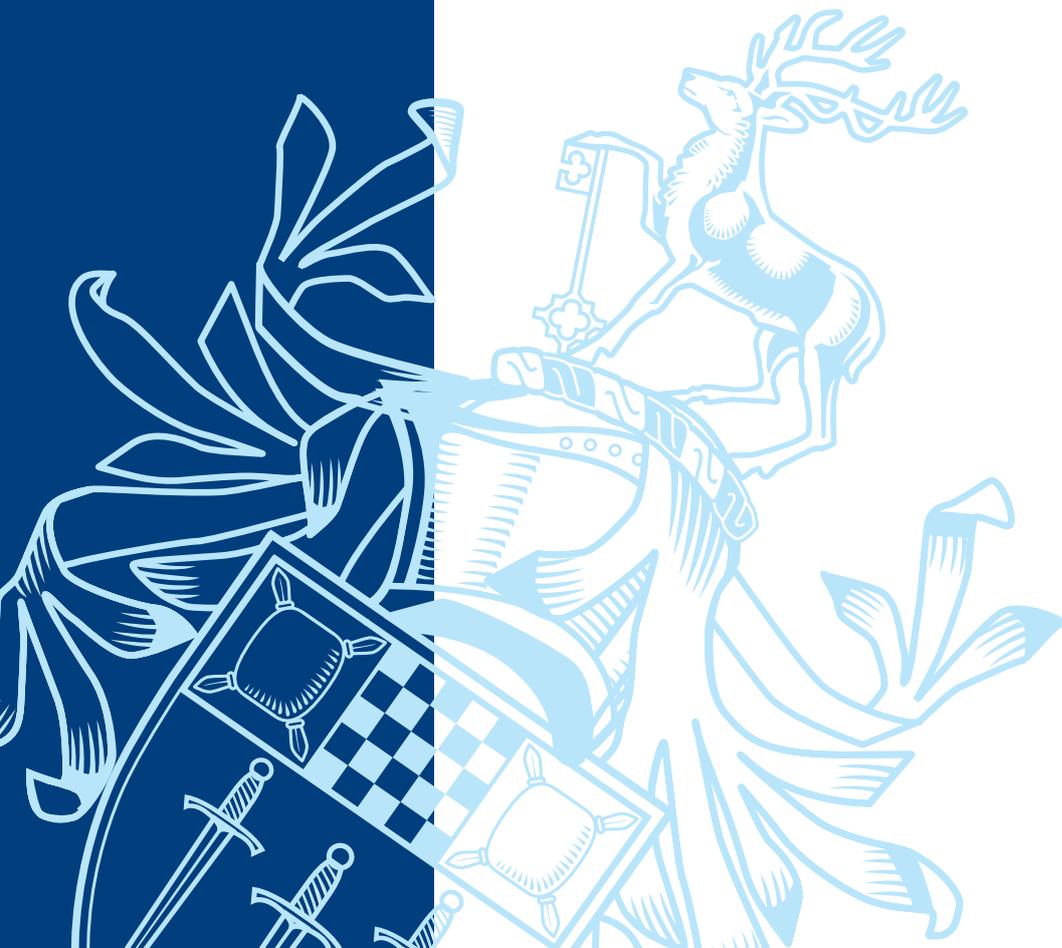


Degree Conferment & Award Ceremonies

April 2014

Wednesday 9 April
Thursday 10 April
Friday 11 April



Guildford Cathedral

Your graduation ceremony: venue, dates and times

All ceremonies will take place in Guildford Cathedral.

Wednesday 9 April 2014

Ceremony A – 2:30pm

Faculty of Arts and Human Sciences
Royal Academy of Dance

Thursday 10 April 2014

Ceremony B – 10:30am

Faculty of Business, Economics and Law*

Ceremony C – 2:30pm

Faculty of Business, Economics and Law*

Friday 11 April 2014

Ceremony D – 10:30am

Faculty of Engineering and Physical Sciences*

Ceremony E – 2:30pm

Faculty of Engineering and Physical Sciences*
Faculty of Health and Medical Sciences

* For Faculty splits please see below

Ceremony B – 10:30am

Faculty of Business, Economics and Law

- Accounting & Finance
- Banking & Finance
- Business Administration (MBA)
- Entrepreneurship
- International Business Management
- International Financial Management
- International Marketing Management
- International Retail Marketing
- Management
- Management Information Systems
- Research Methods
- Retail Management
- Master of Philosophy in SBS
- Doctor of Philosophy in SBS
- Doctor of Business Administration

Ceremony C – 2:30pm

Faculty of Business, Economics and Law

- Business Economics & Finance
- Economics
- Employment Law
- Energy Economics & Policy
- Food Management
- Health Care Management
- Human Resource Management
- International Commercial Law
- International Economics, Finance & Development
- International Events Management
- International Hotel Management
- International Law
- Law
- Marketing Management
- Operations & Logistics Management
- Sustainable Tourism

- Tourism Development
- Tourism Management
- Tourism Marketing
- Master of Philosophy
- Doctor of Philosophy

Ceremony D – 10:30am

Faculty of Engineering and Physical Sciences

- Advanced Materials
- Biomedical Engineering
- Chemistry
- Communications Networks & Software
- Corporate Environmental Management
- Drug Discovery
- Electronic Engineering
- Environmental Strategy
- Information & Business Systems Engineering
- Information & Process Systems Engineering
- Information Systems
- Internet Computing
- Medical Imaging
- Microwave Engineering & Wireless Subsystems Design
- Mobile & Satellite Communications
- Mobile Communication Systems
- Multimedia Signal Processing & Communications
- Multimedia Technology & Systems
- Nanotechnology & Nanoelectronic Devices
- Petroleum Refining Systems Engineering
- Process & Environmental Systems Engineering
- Process Systems Engineering
- Renewable Energy Systems Engineering
- Satellite Communications Engineering
- Security Technologies & Applications
- Signal Processing & Machine Intelligence
- Space Technology & Planetary Exploration
- Sustainable Development
- Master of Philosophy in Departments of CES, CPE, Chemistry, Computing, EE & MES
- Doctor of Philosophy in Departments of CES, CPE, Chemistry, Computing, EE & MES
- Doctor of Engineering in Departments of CES, CPE, Chemistry, Computing, EE & MES

Ceremony E – 2:30pm

Faculty of Engineering and Physical Sciences

- Bridge Engineering
- Civil Engineering
- Medical Physics
- Medical Physics (Euro-Masters)
- Physics (Euro-Masters)
- Radiation & Environmental Protection
- Radiation Detection and Instrumentation
- Structural Engineering
- Transport Planning & Practice
- Water & Environmental Engineering
- Master of Philosophy in Departments of CEE, Physics & Maths
- Doctor of Philosophy in Departments of CEE, Physics & Maths
- Doctor of Engineering in Departments of CEE, Physics & Maths

What do you need to do now?

Important Information

Please read this booklet carefully as it contains all the information you need about your graduation day. Any questions relating to the degree ceremony and reception that are not covered in this booklet should be directed to ceremonies@surrey.ac.uk or telephone **01483 682640**

You must register to attend the ceremony - If you wish to attend a ceremony and reception you must register a place for yourself and any guests you wish to bring. You must register you and your guest's attendance by **Friday 7 March 2014**. **Failure to book a place by the closing date means that there will be no guarantee a place will be available for you.**

You must order your robes – When you have booked to attend your ceremony and reception you must go online and hire your robes at www.edeandravenscroft.com You must wear academic dress at your ceremony.

How to book you and your Guests' Attendance

If you wish to attend a ceremony and reception please go online to <https://store.surrey.ac.uk/graduation> where you can register you and your guests attendance from **Monday 6 January 2014**. Please note there is no charge for you to attend your graduation ceremony and celebratory reception, however your guests will need to pay. Due to limited space we can only guarantee two guest tickets which you may purchase for £25 each. This charge includes:

- Parking provision
- Free Tea and Coffee
- Attendance to the ceremony
- Attendance at the celebratory reception including free drinks and a buffet.

You must register you and your guests' attendance by **Friday 7 March 2014**. **Failure to book a place by the closing date means that there will be no guarantee that a place will be available for you.**

If you experience any problems relating to the online store or with the payment of tickets, please direct these queries to store@surrey.ac.uk The Assessment and Awards office is unable to deal with issues relating to the payment of tickets or problems with the online store.

Can I apply for extra tickets?

Entry to the Cathedral and reception is by ticket only. We are only able to guarantee two guest tickets since space in the Cathedral and reception venue are limited. Should you wish to request any additional guest tickets, you will need to indicate how many additional tickets you would like to be considered for when you book your guaranteed tickets. Your name will then be added to a waiting list. If there are any spare tickets, these will be allocated after the closing date of 7 March, using the waiting list and you will be informed by e-mail how many tickets you can have and how to pay. This system is operated on a first come first served basis so the earlier you book your initial ticket allocation the higher up the waiting list you will be.

Can children attend the ceremony?

Parents are asked to note that it is not advisable to bring children under 10 years of age as the ceremonies can be dull

and uncomfortable for them. There are no crèche provisions for children at the University. If you do need to bring children under 10 years then all children who require a seat will need a ticket to enter the Cathedral and reception. If your child becomes restless during the ceremony, it would be a kindness to others to take him / her from the venue as quickly and quietly as possible. There is no charge for children under the age of 16 to attend the ceremony and reception but please order a ticket for them by selecting the appropriate option when booking.

If you are taking part in the ceremony and wish to bring your children with you, please make arrangements for an adult to supervise them throughout the day. Those taking part in the ceremony will be separate from their guests from the time of arrival in the Cathedral until after the ceremony has finished.

Tickets

Tickets will be sent to the address you provide when booking online and will be posted approximately two weeks before your ceremony. Please do not provide a university accommodation address unless you will be there two weeks before your ceremony. We regret that we are unable to send tickets overseas. **If you are unable to supply an address in the UK, tickets will be available for collection from the Information point in the Austin Pearce Building on the day of your ceremony.**

What if I can't find my tickets?

If you have lost your ticket(s) please contact ceremonies@surrey.ac.uk

What should I do if I (or my guests) have any additional health requirements?

The route from the University to the Cathedral involves climbing a lot of steps and is very steep. At the Cathedral itself, a series of ramps provide access to the building. If you, or a guest in your party, will be in a wheelchair, have difficulty in negotiating steps or will find the climb from campus to the Cathedral particularly strenuous or difficult, please notify the Assessment and Awards Office (ceremonies@surrey.ac.uk) immediately so that suitable arrangements may be made.

If any member of your party is a blue badge holder please let the Assessment and Awards Office know as we will provide you with a cathedral car parking permit to accompany your blue badge. This enables us to monitor the amount of parking required each day.

There are wheelchairs available for use in the Cathedral – please ask one of the staff on duty for assistance on arrival. Toilets for the disabled are located in the Cathedral Refectory building (adjacent to the Cathedral near the footpath to the University) and in the reception buildings at the University.

NB: An induction loop is installed in the Cathedral for the hard of hearing.

Celebratory Reception

We are delighted to invite you and your guests to attend your celebratory reception, which will take place immediately after your ceremony and last for approximately an hour and a half.

One ticket will give you access to both the ceremony and reception. Please ensure you retain your ticket throughout the day.

Practical arrangements

Are you eligible?

These notes are intended for those postgraduate students who have been awarded a postgraduate certificate, diploma or higher degree of the University or where the recommendation for the award of a degree is expected to be considered by Senate Progression and Conferment Executive on the 5 March 2014. For those being awarded a research degree the final deadline for submission to the Research Degree Committee is 12 February 2014. If you do not expect to be awarded a higher degree until after these dates please disregard this document. You will receive similar information when your programme of study has been completed.

Debts to the University

Please note that degrees will not be conferred if debts to the University or Associated Institution are outstanding at **5pm on Friday 17 January 2014**.

All debts must be cleared and property returned (software, library books etc*) to the University or Associated Institution by no later than Friday 17 January 2014.

The name of any student owing money to the University will not be considered by the Senate Progression and Conferment Executive for the award of a degree or diploma and, therefore, will not be included in the list of graduands for presentation or officially published in the Gazette of Degree Awards. Please do not embarrass yourself and your guests by arriving for the ceremony if you have failed to clear such a debt. In order to avoid delays in the banking system, payment by cash or by credit card is strongly recommended.

*Except if you are registered on a new programme of study.

Transport and Parking

By Bus

Arriva bus numbers 17, 27 and 37 run from the Friary Bus Station to the campus Monday – Saturday. There are several bus stops on campus. Traveline bus information 0870 6082608.

By Coach

National Express coach No 030 runs daily between London Victoria Coach Station and Woodbridge Road, Guildford (opposite Ladymead Retail Park), journey time 60 minutes. Coach information 0870 5808080

By Rail

Guildford is on the main London (Waterloo) to Portsmouth line. Fast trains to Waterloo take just over 30 minutes. Trains run to Guildford every half hour from Aldershot, Farnborough and Reading, and every hour from Dorking, Redhill and Tonbridge. Train information 08457 484950.

From the train station:

By Bus: leave the station by the footbridge and rear exit, cross main road to the bus stop.

By Taxi: Taxis are available outside the station main entrance.

By Foot: leave the station by the footbridge and rear (western) exit, turn right into Guildford Park Road, after 200 yards (just past the Evangelical Church), turn right via Borough Car Park (about 15 minutes).

By Road

If approaching from London (A3) turn off at the exit signed to Cathedral and University.

If approaching from the A322 or A323 from Bagshot or Aldershot, at the A3 roundabout take the exit signed to Portsmouth, and then turn off the A3 at the first exit (signed to Cathedral and the University).

If entering Guildford from Horsham (A281) or Godalming (A3100), leave the gyratory system at the exit marked Farnham (A31). At the mini-roundabout, take first turning into Guildford Park Road and continue along Madrid Road to The Chase for a mile. At the roundabout take the third exit, into the University entrance.

As you arrive on campus, please go straight on at the mini roundabout and follow the road until you come to the main University car park on your left hand side.

All cars are to be parked in the University car parks as directed by Security Staff. There is no need to "Pay and Display". There will be no car parking in Senate House car park. **Parking is limited on campus and we can not guarantee that there will be space to park.**

Parking at the Cathedral is reserved for those with special requirements who have previously informed the Assessment and Awards Office.

Accommodation

Information on local hotels and Bed and Breakfast may be found on the University's website at:

www.visitsurrey.com/site/Accommodation

or by contacting the local tourist office:

Telephone: 01483 444333, Fax: 01483 302046



Academic dress

Gowns for University of Surrey degrees are black with the exception of those Doctorate awards which are cardinal red. All hoods incorporate a rich, royal blue damask lining with a ribbon trim according to the type of degree:

Arts	Red
Clinical Practice	Turquoise
Engineering	Grey
MBA / DBA	Gold
Laws	Purple
Medicine	Burnt orange
Music	White brocade
Research	Apricot
Science	No trim
Teaching	Cerise

Postgraduate Diploma and Postgraduate Certificate hoods have a rich, royal blue damask lining with a white trim.

Do I need to wear academic dress?

Yes. Graduands must wear their gowns and hoods throughout the ceremony and reception. Mortar boards are not worn during the ceremony and should be taken off on arrival at the Cathedral. They may be left on your seat for the ceremony and put on when you stand ready to leave the Cathedral in the procession. If you are receiving a research degree you should keep your hat on for the ceremony. You must wear academic dress if you are attending a ceremony. You might find a few safety pins useful to secure your hood to your robe.

What should I wear with my robe?

Graduation is a formal occasion and we recommend that you wear a suit or similar formal outfit for your ceremony. Graduands are very welcome to wear national dress. Members of the armed forces may wear the appropriate uniform, and members of religious orders their normal mode of dress. Please be aware that trainers, denim, casual wear and short skirts are not appropriate for the occasion.

Footwear: please note you will have to walk to the front of the Cathedral and back during the ceremony and the Chancel steps that you will have to climb are of marble and may be slippery. We therefore recommend that you do not wear high heels.

Please note, the University reserves the right to refuse to allow a student to graduate in person. If you are deemed to be unsuitably dressed (including failure to wear academic dress) then your name may not be called out and you may not be permitted to take part in the ceremony.

How do I hire or buy my robes?

You can purchase or hire your robes on line from the University robe makers, Ede & Ravenscroft website, www.edeandravenscroft.com. Should you have any

problems with hiring your robes please contact Ede & Ravenscroft directly on 01223 861854 (open 9am to 5pm, Monday to Friday). The fee for robe hire if hired online is approximately £53 for a Masters degree outfit and £60 for a Research degree outfit. If you order over the telephone there is an additional £5 cost for this

What information will the gown hire company need?

Before you start, make sure you know your head circumference (measure the circumference of your head 2.5cm above your eyebrows), chest and height measurements and have your credit/ debit card details to hand. Print out your order form confirmation and take it with you when you collect your outfit on the day of the ceremony.

Where should I collect my robes from on the day?

We recommend that you allow at least 30 minutes to collect and put on your academic dress.

Ede & Ravenscroft will be located in **Lecture Theatres 1 and 2 of the Austin Pearce Building**. Robing will commence from 8am. Please bring a note of your booking reference. Staff from the robe hire company will assist if you have lost your receipt and help with robing on request. A few safety pins may be useful to secure the hood to your gown.

I have not ordered my robes in advance, what should I do?

Please make every effort to book your robes in advance. If you are unable to do so, you will need to bring the hire fee in cash, and queue in the robing room on degree day where the robe company will do their best to fit you. **It is likely that an additional charge to the standard fee will be payable for robes not ordered in advance and there is no guarantee that the correct robes will be available to hire on the day.**

When should I return my robes?

You are responsible for the returning of your robes to the robing room after the ceremony and by no later than 6pm (unless you have made arrangements to hire them for an additional week, in which case you must return them by post to Ede & Ravenscroft Limited, Unit A Denny Industrial Centre, Waterbeach, Cambridge, CB5 9QD)

Is there somewhere to leave my coat?

Hanging rails will be provided in the robing areas in the Austin Pearce building. There is no cloakroom in the Cathedral and therefore, graduands are requested not to bring coats or umbrellas to the Cathedral unless the weather is inclement.

Official Photography

Portrait photography will be available from Ede & Ravenscroft Photography Ltd who will have studios in Lecture Theatres 3 and 4 in the Austin Pearce building which open from 8am until 6pm. However, demand for photography is high so please allow ample time either before or after the ceremony. To keep queuing to a minimum it is recommended that you book your photography package in advance by visiting www.edeandravenscroft.com

Your Ceremony and Celebratory Reception

	10.30am Ceremony	2.30pm Ceremony
Robing	From 8am	From 10am
Doors to Cathedral open	9.30am	1.30pm
Graduands must be seated by	10am	2pm
Guests must be seated by	10.15am	2.15pm
Duration of Ceremony (approx)	1hr 15 mins	1hr 15 mins
Reception commences in the marquee immediately after each ceremony for approximately 1hr 30min		

When should I arrive?

We strongly recommend that you arrive on campus **at least one hour** before the start of your ceremony to allow time to collect your academic dress and make your way to the Cathedral.

Is there anything else I need to do?

There is the opportunity for studio photographs but queues may be extensive so please allow ample time either before or after the ceremony. Graduands and their guests should make their way to the Cathedral via the flight of steps adjacent to Wates House. Enter the Cathedral by the main entrance. Tickets must be shown to the stewards at the doors of the Cathedral.

All those entering the Cathedral must have a ticket.

I have not received my tickets, what should I do?

If you provided an overseas address when you booked your tickets please collect them from the Information point in the Austin Pearce building.

If you have lost your tickets or left them at home then please collect your robe from the AP lecture theatres as normal and make your way to the Cathedral for your ceremony. When you arrive at the Cathedral please inform those on the door that you have not got your tickets. You will be directed to a helpdesk just inside the Cathedral where replacement tickets will be issued.

Please do not go to the Cathedral offices as they will be unable to help you.

Seating

- **Guests** are not allocated a seat number and, therefore, are recommended to arrive early in the Cathedral to ensure a good seat. They will be directed to seating areas at the front of the Cathedral and upstairs in the Gallery. There are a number of large plasma screens in the Cathedral which will show the ceremony as it happens. Guests are asked to remain seated and not block the view for others during the ceremony.
- **Graduands** are seated to the rear of the blocks on either side of the Central Aisle and should approach their seats by the side aisles. They should show their ticket to the steward at the end of their row who will direct them to the correct seat. **Please ensure that you are in the correct seat at least 20 minutes before the start of the ceremony.**

Toilets

The nearest toilets to the Cathedral are in the Refectory building adjacent to the flight of steps leading from the University campus.

First Aid

Representatives of the Red Cross will be on duty at the Cathedral.

Photography

The University wishes to remind graduands and their guests that no flash photography or video film may be taken inside the Cathedral during the ceremony. A DVD will be made by a commercial company during the proceedings. If you do wish to take photographs during the ceremony please show respect in the Cathedral by not blocking the view of others.

Mobile Phones

Mobile phones should be switched off in the Cathedral.

Large bags and suitcases

You and your guests are advised not to bring large bags or suitcases to the Cathedral. However, if you do have to bring them you will not be able to take them into the main body of the Cathedral with you due to security reasons and limited space. There will be a left luggage facility for your use but please be aware that your bags will be searched and then left at the owners risk and no cloakroom tickets will be issued. At the end of the ceremony it is the owners' responsibility to collect their piece of luggage.

What happens during the ceremony?

All directions are for North (left hand side facing altar) and South within the Cathedral.

Graduands are presented by Faculty/Institution and alphabetically within each course. A steward will signal to graduands when to move from their seats and will regulate the flow of the procession to the Chancel steps. Graduands will proceed to the Chancel steps by the South side.

Names will be checked at the foot of the Chancel steps and, as their name is called, each graduand will mount the steps and walk across the platform, stopping to shake hands with the Presiding Officer and the Dean of Faculty/Institution. The Presiding Officer should be addressed as "Sir" or "Madam".

Graduands return to their seats via the North aisle.

After a closing address by the Presiding Officer, the platform party will process up the centre aisle followed by academic staff and then a double file of new graduates who leave the cathedral by the main West doors.

Celebratory reception

The reception will be an opportunity to celebrate your achievements with your fellow graduates, Faculty staff and your guests in the relaxed environment of the Celebratory marquee. Free drinks and a buffet will be served. **All those entering the Celebratory marquee must have a ticket.**

Your celebratory reception will commence immediately after your ceremony and will last for approximately an hour and a half.

Making the most of your day

Information point

An information point, situated in the Austin Pearce building, will be available throughout the Graduation days from 8am to 3pm. If you have any questions or queries, please speak to a member of staff who will be happy to help you. You should also collect your tickets from here if you have been unable to provide a UK postal address.

Cathedral Helpdesk

There is a helpdesk located inside the Cathedral where you can get replacement tickets if yours have not arrived or been lost. Please note that this desk is only manned for 1 hour before each ceremony is due to commence and will only be able to deal with enquiries relating to that ceremony. **This desk will not have any facilities for the payment of tickets.**

Purchase of tickets on the day

A limited number of tickets **may** be available for purchase on the day of your ceremony, however this is not guaranteed. If tickets are available they can be purchased when you arrive from the Information point in the Austin Pearce building. **These tickets will be limited in number and only available on a first come first served basis. Payment will be cash only. Please be aware there will be no facility to purchase tickets from inside the Cathedral.**

Optional Extras

The following optional services will be available in the Austin Pearce building:

Alumni

A representative from the Surrey Alumni Society will be available to explain the benefits of membership and keeping in touch with the University.

Photography

Portrait photography will be available from Ede & Ravenscroft Photography Ltd who will have studios in Lecture Theatres 3 and 4 in the Austin Pearce building which is open from 8am until 5:30pm. However, demand for photography is high so please allow ample time either before or after the ceremony. To keep queuing to a minimum it is recommended that you book in advance by visiting www.edeandravenscroft.com. Please note this does not give you an allocated time but will reduce your queue time.

Frames

Frames for photographs and certificates will be available to order from Ede & Ravenscroft Ltd. www.edeandravenscroft.com

T-Shirts

Commemorative T-shirts listing on the back the names of all the new graduates awarded each day will be available to order from "Graduation Gear" by visiting www.gradgear.co.uk

DVD

The University Graduation DVD captures your graduation ceremony on disc, and serves as a lasting memento of your time at the University. Copies may be ordered from TVR Roehampton by visiting www.tvroehampton.com

Official University merchandise and gifts

Official University of Surrey merchandise and gifts will be available to buy on the day.

Checklist

Before the Day

Order tickets for yourself and your guests to attend the ceremony and celebratory reception, by going to <https://store.surrey.ac.uk/graduation>

Ensure that you do not have debts outstanding to the University

Order your robe on-line from Ede and Ravenscroft Ltd, www.edeandravenscroft.com

Make provision for visitors with additional health requirements, including dietary. Please email ceremonies@surrey.ac.uk

Go line to book the photography, purchase frames, a DVD and a T-shirt (optional)

On the Day

Remember to bring your tickets or e-mail confirmation of your booking if you provided an overseas address.

Collect your robes from Austin Pearce Lecture Theatres 1 & 2

Proceed to the Cathedral at least 30 minutes before your ceremony

Take your seat in the Cathedral

Return your robe to the robing room no later than 6pm

Enjoy your Graduation!

Please take all necessary steps outlined to ensure that your graduation goes smoothly and is a memorable experience for you and your guests.

The University website offers a good source of information on the location of the University and the area around Guildford: <http://www.surrey.ac.uk/about/visitors/index.htm>

We hope that this booklet answers your questions about the forthcoming award ceremonies. Further enquiries in advance of the ceremonies should be addressed to: ceremonies@surrey.ac.uk

Every effort has been made to ensure the accuracy of the information contained in this brochure at the time of going to press. The University reserves the right, however, to introduce changes to the information given including the addition, withdrawal or restructuring of degree programmes.

4567-1113

Assessment and Awards Office

The Academic Registry, 6th Floor,
Senate House
University of Surrey
Guildford, Surrey GU2 7XH UK

T: +44 (0) 1483 682640

E: ceremonies@surrey.ac.uk
www.surrey.ac.uk

