



Graduation Ceremonies 2010
INFORMATION FOR GRADUANDS AND GUESTS



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Your Graduation Ceremony

Your graduation ceremony is a special occasion to celebrate your academic achievements at the University of Exeter.

This is a guide to:

- Booking places and services for you and your guests
- Next steps ahead of the day
- What to do on the day
- Who to contact if you need any further information

This guide contains details of all of the additional graduation services available to you and your guests including overnight accommodation and catering services. We hope that these services will enhance your graduation experience and help make your day truly memorable.



The Summer 2010 ceremonies will take place on **19 July 2010** in Truro Cathedral with School Receptions and Graduation Lunches being held on campus. The University will be providing free coach transport for graduands and their guests between the Campus and Truro City Centre. There is very limited car parking available in Truro and it is therefore highly recommended that graduands and their guests take advantage of this service.

Ceremony Schedule

10.30am	School of Engineering, Mathematics and Physical Sciences School of Geography
3.00pm	School of Arts, Languages and Literatures School of Biosciences School of Humanities and Social Sciences

Eligibility

You should not take receipt of this information to mean that you have successfully completed your programme of study. If you have any queries regarding your course and whether you will qualify to attend, please contact your Department or Registry Services in the Academic Support Unit in the first instance. Only those completing a Bachelor's, Master's or Doctorate are eligible to attend.

Research Students must have completed the examination process by **23 June 2010** with any minor corrections approved by their internal examiner and a copy of their hardbound thesis and completed examiner's report form submitted to the Graduate School by this date. If you are submitting your thesis electronically, the Graduate School must receive confirmation of acceptance by ERIC by **23 June 2010**.

If you are in debt to the University you will be unable to graduate. Please ensure that any outstanding amounts are cleared before **23 June 2010**. The Student Finance Office can be contacted on 01326 371814/1811.

Booking your place and ordering additional services

1. Visit our website at www.exeter.ac.uk/graduation and select 'Summer Ceremony Bookings' from the right-hand side. To register to attend the ceremony or to register to graduate in absentia, choose the 'Register Now' link. Please note that you will need your student internet ID and password to access this part of the site.

It is important that you do not wait for confirmation of your award before completing this process. Registration closes on **21 May 2010**. Please note that if you do not register by this date, it will be assumed that you wish to graduate in absentia and you will not be able to attend a ceremony.



Key Deadlines

Registration opens
12 April 2010

Registration closes
21 May 2010

During the registration process you will be asked to:

- Request guest tickets. As seating is limited, we can only guarantee two guest tickets to each graduand. You may request up to an additional 2 tickets and these will be allocated where possible. Ticket allocation will take place in late June and will be sent to home addresses in early July.
- Request spaces for you and your guests on the free coach travel to be provided between Tremough Campus and Truro City Centre. Please note that you must also register for these places by no later than **21 May 2010**.
- Let us know about any special needs. We are able to allocate disabled parking spaces and reserve seating for those with special needs.
- Let us know whether you wish us to include your name on any items of memorabilia produced by or for the University, other than the graduation programme. Please note that all graduand names will appear in the graduation programme and all ceremonies will be filmed with recordings being available for purchase.
- Confirm that we have your correct name on our records. Should you have any concerns relating to the pronunciation of your name you will be asked to provide a phonetic guide for use during the ceremony.

- Confirm that we have your correct home address details (if this is a UK address, your ceremony tickets will be sent to this address in early July).
- Provide your personal e-mail address so that we may keep in touch with you after graduation and keep you updated with networking opportunities and events, including careers events in London and socials exclusively for recent alumni. For more information, please email [Ashley Petrons](#).

You can also be the first class to sign up to our exclusively Exeter network, [Exonline](#), which can provide you with opportunities to network with alumni and get great advice from experts as you start your career.

2. Follow the 'Order your Robes' link to access Wippell's robe ordering site. Graduands must wear academic dress including the University of Exeter hood in order to graduate. Please see page 21 for further details.
3. To order a Classic Certificate choose the 'order additional services' link and follow the on-screen instructions.

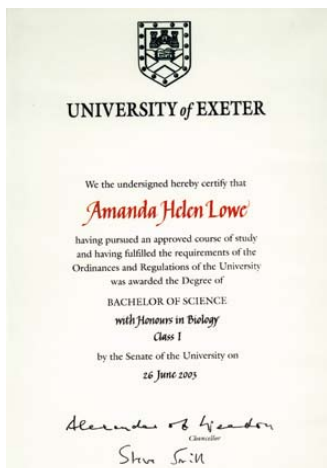
Classic certificates: your name and degree details are inscribed by a calligrapher on high-quality paper – please visit the Academic Support Unit Reception to see an example certificate.

Please note that the frames provided by the photography company are designed for the standard certificate issued at the ceremony.



Price: £30 each including postage and packaging (certificates will be mailed to students within 12 weeks of the date of the ceremony).

4. Book Graduation Accommodation – Bed and breakfast accommodation for the Graduation period is available to pre-book in Glasney Parc (Halls of Residence). Please see page 12 for further details.
5. Don't miss out on tickets for the FXU End of Year Garden Party being held on **Saturday 5th June** in the Italian Gardens, Tremough. This is the perfect occasion to celebrate with friends. Also, order your 2010 exclusive Graduation Hoodies and T-Shirts. Please see pages 16-18 for further details.



6. Order your photography and videos/DVDs.

- **Photographs:** Our official photographers, Ede & Ravenscroft, will be providing a graduation photography service in the Level Three Seminar Rooms, Daphne du Maurier Building on the day of the ceremonies.

Please see page 19 of this brochure for further details, including how to pre-order your photography service.

Alternatively you may visit their website: www.edeandravenscroft.co.uk

- **Video/DVD Service:** our official videographers, Success Video Services, will be filming the ceremonies. To order your copy of the video or DVD of your ceremony please see page 20 of this brochure.

Additional Service available on the day

Catering: A Graduation Carvery will be available on the day for Graduands and their Guests and the Refectory will also be open offering a selection of refreshments. Please see page 14 for further details with regard to the Carvery.



Next Steps

- In early July we will send your ceremony ticket (which shows your seat number), guest tickets and coach tickets to your home address. Please remember to bring these with you.
- Students with a non-UK address should collect their tickets from the Level Three Seminar Rooms, Daphne du Maurier Building on the day of the ceremony.
- **Car parking:** The campus car park will be available on the day. There will be no parking available at Truro Cathedral and car parking in Truro is very limited and you are strongly recommended to park on campus and use the University transport provided between campus and Truro City centre. This will also ensure that you are able to attend graduation related activities being held on campus.
- For further directions to the University please visit: <http://www.uec.ac.uk/useful-links/maps.shtml>
- You should collect your academic robes from and return them to the Level Three Seminar Rooms. You should collect your robes in plenty of time to allow you to board the University coaches and travel to the Cathedral.

Please see the schedule of events on page 22-23 for details of times. You may find it useful to take safety pins to hold your hood in place. Please ensure that you return your robes to the robing company by **6pm at the latest**.

- Children attending a ceremony must be prepared to sit still for an hour and a half and we do not advise that those under the age of five should be brought to the ceremony. In the event of a child becoming disruptive you may be asked to remove them from the Cathedral so as to limit the disturbance to other guests.
- Look out for the Class of 2010 team on campus. We will be there to tell you all about the benefits of entering the Exeter alumni community, including careers advice from alumni already established in all kinds of careers, along with networking and other events.



Graduation Accommodation at Glasney Parc



New!
Available for your graduation, accommodation at Glasney Parc, Tremough.
Why not make a weekend break out of it for all the family?
Contact hospitality@tremoughservices.com
B & B Single occupancy £28.75 per night
Double occupancy £38.75 per night





Graduation Catering

Catering options available to purchase on the day of the ceremony:

Breakfast will be available from **7.30am to 10.30am** in the Refectory

Lunch **11.30am – 3.00pm** in the Refectory

A graduation carvery will be available for Graduands and their guests. The Refectory will also be serving various other light refreshments, snacks & meals.

Carvery

A choice of English cuts of meat carved by the chef:

Beef, turkey or pork

Nut roast

Steamed Cornish mids, roast potatoes, steamed carrots, broccoli and cauliflower and traditional trimmings



One meat choice £5.00 (incl VAT)

Two meat choice £7.00 (incl VAT)

Vegetarian option £5.00 (incl VAT)



Lighter Lunch Options

Jacket potato with choice of hot and cold fillings

Salad bar

Pasties

Baguettes and sandwiches

Roast vegetable pasta bake or Greek spinach & feta pie

Dishes may contain nuts, seeds, gluten or other allergens and are prepared in an environment where these allergens are used.



The FXU End of Year Garden Party

Saturday 5 June 2010

In its fourth year, the annual event for students to celebrate the end of studies and the start of holidays! This year returning to Tremough the party will be held in glamorous marquees in the beautiful Italian Gardens a truly magical location. Bigger and better than ever before, this year's event will include bands, food,

drink, entertainment and naturally, the best of company.

The night will continue with an after party in the Stannary. A fitting final celebration as a student in Cornwall. Tickets will be available from the FXU offices, the Bar and the Shop at Tremough.





2010 Graduation Hoodies and T-shirts



Unique, exclusive 2010 graduation hoodies and T-shirts are being designed and will be available from FXU in the summer term. Personalise your hoodie with your name (£2) and/or course (£2).

Hoodies – Lightweight with a kangaroo pocket. Sizes are unisex, ranging from S – XXL. Price from £25, or fair trade cotton hoodie from £33.

Ladies T-shirt – round neck fitted style tee.
Sizes S – XXL.
Price from £10.

Gents T-shirt – round neck tee.
Sizes S – XXL.
Price from £10.

All items can be ordered through FXU in the summer term or on graduation day. To be able to collect items on graduation day, orders must be received by **Friday 2 July**.

Items ordered at graduation will be posted to your home address and an additional charge for postage and packing will be made according to item.

Look out for our stall on graduation day to purchase University of Exeter ties, scarves and other merchandise.

Contact FXU for further details:

Email: office@fxu.org.uk
Telephone: 01326 370447

Graduation day photography

Please find below details of the packs of photographs which are available for you and your family to buy.

For further information and to order, please visit our website www.edeandravenscroft.com

Alternatively you can place your order over the phone on **01223 861854** (for prices and ordering only).

Enquiries regarding our graduation photography service call: **0870 2421170** or email: **photography@edeandravenscroft.com**

To avoid delay on the day we recommend that you order at least 10 days before your ceremony.

Should you decide not to pay in advance it is still possible to pay at the sales desk on graduation day. However, prices will be higher than if you pre-order.

Photography Pack Options

Canvas Pack £135.00

A 12"x10" canvas bonded portrait in a choice of wood or antique gold frame, plus a further two 10"x8" and four 8"x6" copies of the graduate (all prints from the same image). In addition, two 10"x8" copies of a family photograph (both prints from the same image). There is a maximum of 6 people per group. Plus a free Bonus pack of the graduate, a free Bonus pack of the family photograph and a free CD of all the images taken.

Combination Pack £85.00

A 12"x10" portrait in a mahogany finish frame, plus a further three 10"x8" and four 5"x4" copies of the graduate (all prints from the same image). In addition, two 10"x8" copies of a family photograph (both prints from the same image). There is a maximum of 6 people per group. Plus a free Bonus pack of the graduate and a free Bonus pack of the family photograph.

BEST BUY

Graduation Pack £57.00

A set of three 10"x8" and four 5"x4" copies of the graduate (all prints from the same image) plus two 10"x8" copies of a family photograph (both prints from the same image). There is a maximum of 6 people per group. Plus a free Bonus pack of the graduate.

Prestige Pack £47.00

A set of one 12"x10", two 10"x8" and four 8"x6" portraits of the graduate (all prints from the same image).

Standard Pack £37.00

A set of three 10"x8", and four 5"x4" portraits of the graduate (all prints from the same image).

Basic Pack £26.00

A set of one 10"x8", and two 5"x4" portraits of the graduate (all prints from the same image).

Family group photographs

Group pack only available if ordered with one or more of the other graduate packs. Two 10"x8" copies of a family portrait (all prints from the same image). There is a maximum of 6 people per group.

Bonus pack only available if ordered with one or more of the graduate packs. One 10"x8" print containing 14 multi-sized images, including black and white and sepia toned versions. Ideal for wallets, keyrings and CVs.

Extra Prints are available once you have ordered one of the above packs.

All frame sizes are approximate.

Having your photographs taken

To enable you to spend more time with your family and friends after the ceremony, our studios are open as soon as the gowns are available so that you can have your portrait taken early before the ceremony if you wish (scrolls are provided for this purpose).

Photographic suggestions

Glasses: we would suggest that you consider not wearing glasses for your portrait as they tend to cause reflections in the photograph. If you are in doubt please consult your photographer.

Appearance: please note that you are responsible for your own appearance – please check your hair and attire **before** having your portrait taken. We provide mirrors for you to use.

What to wear

For men, a dark single-breasted suit or jacket, together with a shirt and tie always looks good. Ladies will find that a front buttoned blouse or some means of securing the hood in place, such as a brooch, is always helpful.

Payment

Save money book online at www.edeandravenscroft.com to ensure a prompt service.

We will post you an acknowledgement card of your pre-paid order. Please bring this with you on your graduation day.

Please see our website for up to date information and prices.



Canvas bonded frame 12"x10"



Mahogany frame 12"x10"



Graduate 12"x10"



Graduate 10"x8"



Graduate 8"x6"



Graduate 5"x4"



Group 10"x8"



Bonus 10"x8"

(not to scale)

Ede & Ravenscroft

FOUNDED 1689

GRADUATION DVD

A DVD recording of the graduation ceremony is available. The DVD is supplied in a presentation case unique to your University and includes:

- Introduction by a Principal Speaker
- The procession
- Introductory speeches
- Every Graduate crossing the stage
- Closing speeches and the procession leaving
- Various scenes of the the University



DVD £19.95 (DVD-R PAL Region 0)

Order on-line at www.successphotography.com

Postal Orders - Please send a cheque made payable to SUCCESS to:
9 Reigate Rd, Sidlow, Reigate, SURREY RH2 8QH

Graduate Name: _____

University/College Name: University of Exeter

Ceremony Date: / /

Ceremony Time: : : 24hr

Quantity Required: _____

Address: _____

Post/Zip Code: _____

Country: _____

Email: _____

Telephone: _____

DVDs will be dispatched within 28 working days of your ceremony.
Tel: 01293 822211 E-mail: info@successphotography.com



Ordering your Academic Robes



J Wippell & Company Ltd

PO Box No. 1,
88 Buller Road,
Exeter, Devon
EX4 1DQ

Tel: 01392 254234
Fax: 01392 250868
Email: info@
wippellgownhire.co.uk

*Academic and Clerical
Robemakers since 1789*

Hire or buy your academic robes online at:
www.wippellgownhire.co.uk

and select 'University of Exeter, Cornwall Campus' from the drop-down menu.

Robe hire fees: Bachelors £37
 Masters £38
 Doctorate £40

Full details of the costs to purchase robes are also listed on our website.

Payment can be made using all major credit and debit cards. The website can be viewed and exited at any time before the final payment page.

A confirmation email will be returned for both your order and your payment.

Please have the following details ready:

- Your
- Height
 - Chest measurement
 - Hat size (circumference of your head taken just above your ears)
 - Date and Time of your ceremony
 - Qualification

If you are unable to order online, please telephone 01392 254234 and we will post an order form that allows payment by cheque or postal order *only*.



Schedule of Events

Sunday 18 July 2010

4.30pm to 5.00pm

Collection of robes from Level Three Seminar Rooms

Monday 19 July 2010

8.00am – 5.00pm

Graduation Ceremony Information Desk open in the Level Three Foyer, Daphne du Maurier Building

From 8.00am

Robe collection from the Level Three Seminar Rooms, Daphne Du Maurier Building (those attending the 3.00pm ceremony are asked to collect robes after 10.30am)

8.00am – 6.00pm

Graduation Photography and DVD (TBC) sales in the Level Three Seminar Rooms

8.30am – 5.30pm

Alumni Relations Desk open in the Level Three Seminar Rooms

8.40am – 9.20am

(last coach to depart at 9.20am) Coaches depart from Campus Bus Stop area for Truro City (arriving 9.10am - 9.50am)

Morning Ceremony

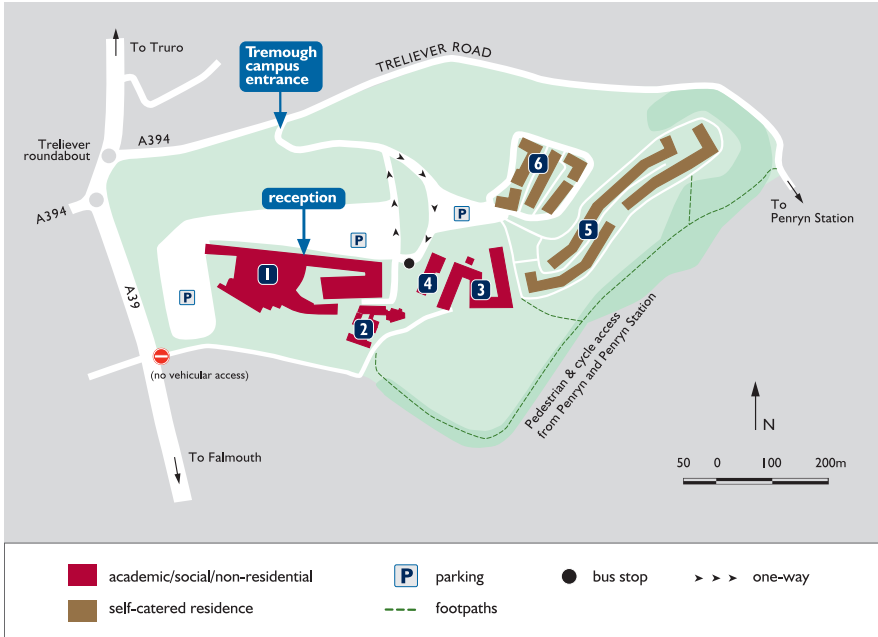
9.30am	Cathedral open for arrival of Graduands and guests. Members of Wippells available to help with re-pinning of robes
10.00am	Graduands and guests to be seated
10.30am	Ceremony commences
11.30am (approx.)	Ceremony ends
11.45am – 12.15pm	Coaches depart from pick-up point for campus (marshals will direct from front of Cathedral to pick-up point)
12.15pm – 1:45pm	Arrival at Campus
1.30pm	Group Photography for AM Ceremony (adjacent to Reprographics)
1:45pm	CSM reception begins in Level Three Seminar Rooms, Daphne du Maurier Building (TBC). Geography reception begins in Seminar Rooms 2-6, Peter Lanyon Building (TBC)

Afternoon Ceremony

12.30pm	Group Photography for PM ceremony (adjacent to Reprographics)
1.00pm – 1.40pm <i>(last coach to depart at 1.40pm)</i>	Coaches depart from Campus Bus Stop area for Truro City Centre (arriving 1.30pm- 2.10pm)
2.00pm	Cathedral open for arrival of Graduands and guests. Members of Wippells available to help with re-pinning of robes
2.30pm	Graduands and guests to be seated
3.00pm	Ceremony commences
4.15pm (approx.)	Ceremony ends
4.30pm – 5.00pm	Coaches depart from pick-up point for campus (marshals will direct from front of Cathedral to pick-up point)
5.00pm – 5.30pm	Arrival at Campus
5.00pm	<ul style="list-style-type: none">• Biosciences reception begins in the lower Stannary (TBC)• English reception begins in Seminar Rooms 2-6, Peter Lanyon Building (TBC)• Huss / Law reception begins in Level Three Seminar Rooms, Daphne du Maurier Building (TBC)
6.00pm	Deadline for return of robes to the Level Three Seminar Rooms

Campus Map and Directions

Building information is correct at February 2009



ACADEMIC/SOCIAL BUILDINGS

Daphne du Maurier Building 1
 Camborne School of Mines
 Department of Biosciences

Accessibility Services
 Gym and fitness studio
 Library and IT suite
 Teaching rooms and laboratories
 The Stannary Restaurant and bars

Tremough House and The Annexe 2
 Tremough House
 Department of English
 Chaplaincy
 The Annexe
 Accommodation Office
 Careers Advisory Service
 Counselling Service
 Shop
 Students' Union Advisers
 Students' Union Offices

Peter Lanyon Building 3
 Department of Geography
 Department of History
 Department of Law
 Department of Politics
 Academic Support Unit
 Business Support Unit
 Teaching and seminar rooms

Media Centre 4

SELF-CATERED RESIDENCES

Glasney Parc **5 & 6**



By train

There are regular services to Truro from all major British cities. At Truro, change to the branch line service to Penryn and Falmouth. The average journey time from London Paddington to Truro is just over 4 hours and from Truro to Penryn about 15 minutes. Penryn Station is about 15 minutes walk from the Cornwall Campus.

By coach

For timetables visit www.nationalexpress.com or phone National Express on 08705 808080.

By car

If you are travelling from the north or east, take the A30 west from Exeter until you reach the A39 signposted to Truro. Drive through Truro following the A39 signs to Falmouth. At the Treliever roundabout turn left to the Cornwall Campus (signposted CUC Tremough Campus).

By air

The closest airport to the Cornwall Campus is at Newquay.



Contact Details

Registry Services - Academic

Support Unit, Peter Lanyon Building,
Cornwall Campus, Penryn,
Cornwall TR10 9EZ

Tel: +44 (0)1326 371815

Fax: +44 (0)1326 371859

Email: cc-registry@exeter.ac.uk

Registry Services

Room 153, Northcote House,
The Queen's Drive, Exeter EX4 4QJ

Tel: +44 (0)1392 723025

Fax: +44 (0)1392 262458

Email: graduation@exeter.ac.uk

Web: www.exeter.ac.uk/graduation

Alumni Relations Office

Third Floor Northcote House,
The Queen's Drive, Exeter EX4 4QJ

Telephone: +44 (0)1392 263141

Fax: +44 (0)1392 263060

Email: alumni@exeter.ac.uk

Web: www.exeter.ac.uk/alumni

Tremough Campus Services (Hospitality)

Tremough Campus, Treliever Road,
Penryn, Cornwall TR10 9EZ

Tel: +44 (0)1326 253671/370473

Email: events.coordinator@tremoughservices.com

FXU (End of Term Garden Party Tickets and Graduation Clothing)

The Annex, Cornwall Campus,
Treliever Road, Penryn, Cornwall TR10 9EZ

Tel: +44 (0)1326 370447

Email: office@fxu.org.uk

Gown Hire –

J Wippell & Co,

Po Box 1, 88 Buller Road,
Exeter, EX4 1DQ

Tel: +44 (0)1392 254234

Fax: +44 (0)1392 250868

Email: info@wippellgownhire.co.uk

Web: www.wippellgownhire.co.uk

Photographers –

Ede & Ravenscroft

Tel: +44 (0)1223 861854

Email: photography@graduation-services.co.uk

Web: www.edeandravenscroft.co.uk

Graduation Video/DVD – Success Video Services

9 Reigate Road, Sidlow,
Reigate, Surrey, RH2 8QH

Tel: +44 (0)1293 822211

Email: info@successphotography.com

Web: www.successphotography.com



Registry Services
Northcote House
The Queen's Drive
Exeter
UK EX4 4QJ

Telephone: +44 (0)1392 263025

Fax: +44 (0)1392 262458

Email: graduation@exeter.ac.uk

www.exeter.ac.uk/graduation