



The Royal Veterinary College

A practical guide to Graduation for Graduands and guests

Monday 15th July 2019

The Royal Festival Hall

Southbank Centre, Belvedere Rd, Lambeth, London SE1 8XX

Emergency contact on the day: 07808 315 302

graduation@rvc.ac.uk

| Morning Graduation timings (All courses except BVetMed & Nursing FDN and Nursing BSc) | |
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| 08.45 – 10.20 | Arrival, registration, gowning and photography |
| 10.45 – 12.00 | Graduation Ceremony one |
| 12.00 – 13.00 | Celebration reception one |
| 13.00 | Further photography if required, return gowns and depart |

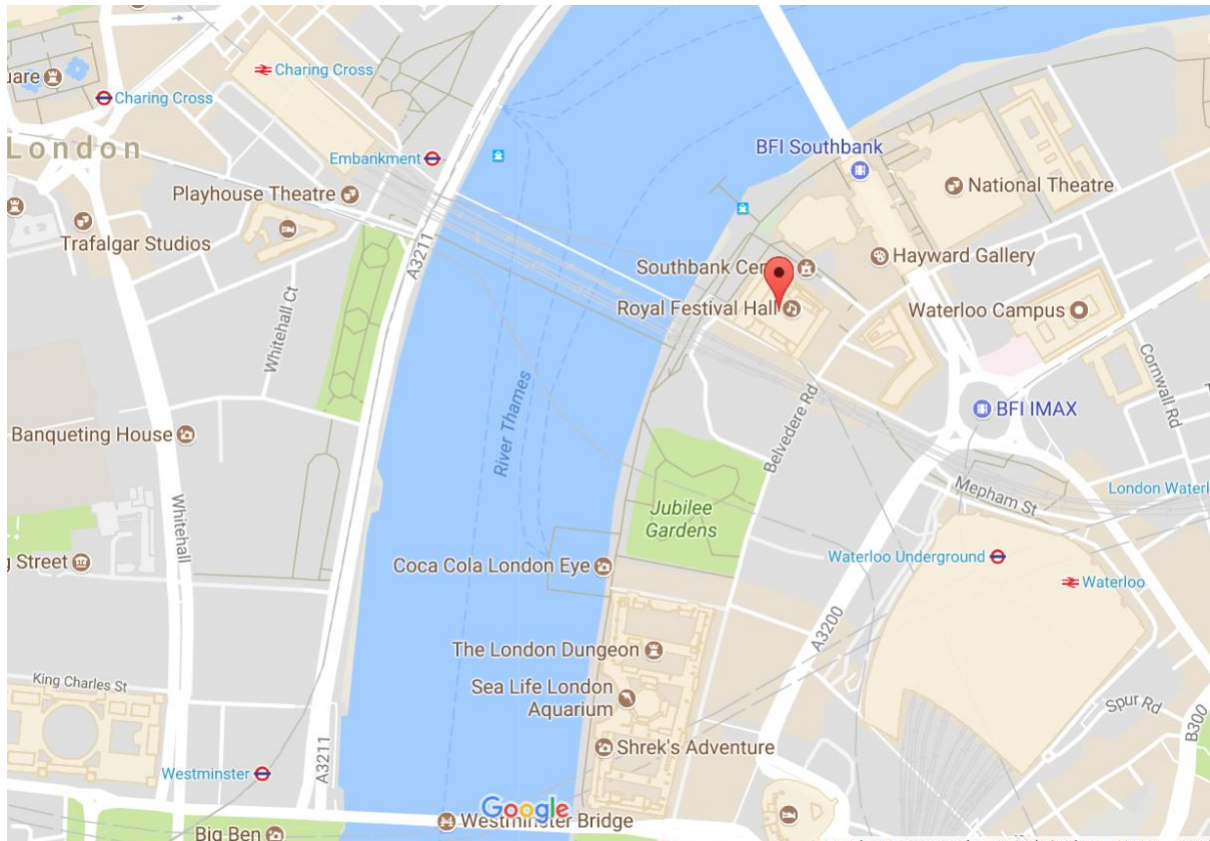
| Afternoon Graduation timings (BVetMed & FDN and Nursing BSc) | |
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| 11.00 – 13.45 | Arrival, registration, gowning and photography |
| 14.15 – 16.00 | Graduation Ceremony two |
| 16.00 – 17.00 | Celebration reception two |
| 17.00 | Return gowns and depart |

Introduction

Graduation is the most important day in the RVC calendar. There is a lot for graduands and guests to do in a short space of time so please read this guide carefully in advance.

The guide has been created to help you plan ahead and prepare for the day, so you can relax when it arrives and celebrate this momentous day.

Venue location



Tickets

All graduands are offered the opportunity to book 2 free guests tickets and to pay for a further 3 tickets. Tickets must be collected at registration on the day.

Key information

- Whilst we try and keep queuing to a minimum, please be prepared to wait at some points due to the high volume of people we look after on the day. We have found, over the years that pre-booked-times for gowning and photography do not work and normally lead to disappointment and longer waiting times.
- You can have your official photographs taken any time between 08.30am and 5pm.
- If guests or graduands have access and mobility requirements, or small babies and young children, it is essential that the student/graduand provides details of this when booking tickets so appropriate seating can be allocated. Please email graduation@rvc.ac.uk with details.

- Graduates will need to drop gowns off before departure. Please drop off gowns on level 2 close to where you picked them up.
- The café and bar are open all day on level 2 of the venue. Refreshments will be provided at each Celebration Reception.

Travel

- Please allow plenty of time for travelling to the venue. Every year, we have late guests and graduands. Whilst efforts will be made to help you access the Ceremony, this may not be possible.
- Public transport is the best way to get to Graduation. For more information on access, travel and parking visit <https://www.southbankcentre.co.uk/visit>
- ‘Transport for London’ is a useful resource to help plan your journey www.tfl.gov.uk

Arrival, registration, gowning and photography

- All guests and graduands must have a ticket. Tickets must be booked by graduands in advance and will be distributed to Graduands when they register on the day.
- Guests and graduands may leave items in the cloakroom on Level 1 of the venue.
- On arrival, graduands should register on Level 1. Morning graduands will need to find the correct registration desk for your cohort. Afternoon graduands will need to find the correct registration desk for your surname.
- Graduands will need to have tickets stamped when they register before heading to gowning and photography. Guests can wait in the foyer or café whilst you register.
- After registration, graduands should collect their guests and go to the Clore Ballroom (Level 2) for gowning and photography where the stamped ticket must be presented.
- Announcements will be made to let you know when it is time to take your seats in the auditorium.

The Ceremony

- Guest seating will open one hour before the Ceremony commences. Guests tickets are numbered and ushers will be available to help your guests find their seats.
- Graduand seats will also be numbered.
- Announcements will be made when it is time to take your seats in the auditorium.
- Some graduands will be given specific instructions on where to walk when they go to the stage, but will be guided by marshals. Everyone else simply follows the person in front. Please take your time walking, particularly up the stairs as you make your way to the stage.

During the Ceremony

- As a rough guide the Ceremony will last around one and half hours.
- As the Principal and Academic Staff enter the room everyone stands.
- Take your seat when the Principal does and remain seated until instructed.
- The Chairman will open the ceremony.
- Honorary Degrees are conferred.
- The presentation of Graduates (that’s you). Each graduand will walk on to the stage with their hood in their hand, when instructed, stand before the Principal to receive a hood and shake hands. You will be guided by marshals in purple gowns. If you have hired a hat please leave this under your seat. The Principal will also present any prizes. Graduates in

Veterinary Nursing and Veterinary Medicine will also shake hands with the representative from the Royal College of Veterinary Surgeons.

- During the afternoon ceremony, Nursing Graduands and Veterinary Medicine Graduands will then be admitted to the RCVS by standing and when called upon making the declaration:

“I PROMISE AND SOLEMNLY DECLARE that I will pursue the work of my profession with integrity and accept my responsibilities to the public, my clients, the profession and the Royal College of Veterinary Surgeons, and that, ABOVE ALL, my constant endeavour will be to ensure the health and welfare of animals committed to my care”

- Staff prizes will be awarded.
- The Principal will give an address.
- The Ceremony will close and the academic and ceremonial staff will leave the auditorium.

After the Ceremony

- At the end of the Ceremony, the Academic Procession exits straight to the Celebration Reception. Guests and graduates follow the procession to the bars on either side of the auditorium and the bar on Level 5. Anyone with access and mobility requirements will be shown via the lifts to the Celebration Reception.
- Graduates, remember to have your photograph taken in the RVC “You’ve been framed” picture frame at the Celebration Reception or throughout the day with our large RVC letters.
- Celebration Receptions will last for one hour. After this time you are welcome to return your gown and continue your celebrations elsewhere. There are many bars and restaurants in the vicinity.
- All gowns should be returned before you leave on level 2.
- Please collect all personal items from the cloakroom before departure.

Access and mobility

- If guests or graduands have access and mobility requirements, it is essential that the student/graduand provides details of these when booking tickets so appropriate seats can be allocated.

Babies and small children

- Children are very welcome, but all children over 2 require a ticket and their own seat.
- Your children are your responsibility and if they are noisy at all, we will expect the child to be removed from the Ceremony until they are quiet.
- There are baby changing facilities around the building.

Guidance on graduand dress code

- Gowns are compulsory and must be hired or purchased via our approved supplier Marston Robing, at least 21 days before the Ceremony. Official photography is also managed by the same company, so you can also book and pay for your photography package at this time. Please be aware that whilst photography and gowns are pre-booked, the services are delivered on a first-come-first-served basis on the day. Booking is online at www.yourgraduation.co.uk
- Graduation is a formal ceremony and as such we require guests and graduands to dress accordingly. Suits/jackets, shirts and ties or dresses, skirts or similar should be worn. No casual wear or denim please.

Facilities at the venue

- There are toilets on every level and a baby changing facility on the basement level.
- The entire building is accessible via lifts.
- There are cafés and bars around the building for guests to use whilst waiting for a Ceremony to start.

Food and drink

- Sparkling wine, soft drinks & nibbles will be provided at the Celebration Reception.
- Providing you inform us upon booking we can accommodate most dietary requirements.

Health and safety

- We are not expecting a fire alarm. If you hear the fire alarm please exit the building via the nearest exit, following the instructions provided by the building personnel.
- If you require First Aid please ask a member of RVC staff (wearing purple sashes).
- The building is a public building, but if you do see anyone acting suspiciously, please inform security immediately as you would in normal circumstances.

Information Point

- There is an information desk on Level 2, RVC staff will be available to answer any questions you may have about Graduation.

Photography

- Official photography packages need to be pre-booked, which you can do at the same time as gown ordering through www.yourgraduation.co.uk. You will need to book this at least 21 days before the Ceremony, but please be aware that these services will be delivered on a first-come-first-served basis on the day.
- Our “You’ve Been Framed” picture frame will be passed around as a photographer takes photos which will then be used for promotional purposes. If you do not want to appear in these pictures, please do not have one of these photos taken.

RVC4Life

- You are and always will be a member of the RVC alumni community. Please remember to register for RVC4Life online before Graduation Day. You will receive news and information from the RVC, be invited along to class reunions, receive an annual magazine, to able to keep your RVC email address for Life and much more!
- The full range of RVC branded and Graduation gifts will be available to purchase online from mid-May www.rvc.ac.uk/act/shop. All profits go to the RVC’s Alumni Annual Fund which funds various student based projects and hardship awards.
- Please order Graduation gifts by Monday 8th July and remember to select ‘collect items from Graduation’ as the delivery address. Items can also be sent to a UK postal address for a charge of £3.50 per order.
- All orders can be collected from the RVC4Life stand on Monday 15th July.

Terms & Conditions of Booking

By booking and attending the Graduation Ceremony you are part of the event which will be live streamed. These ceremonies are public events and therefore there is no expectation of privacy under data protection legislation for any attendees.

There will also be a number of photographers taking pictures throughout the day. These photographs will be used for a variety of promotional purposes. If you do not wish to be photographed during the day please state this in writing to the Events team at graduation@rvc.ac.uk before the application deadline.

If you apply to attend a graduation ceremony your full name, first name, middle name or names and degree including honours will be printed on an insert in the souvenir programme. The name used in this insert will be based upon your answer to the question on the booking form as to how you wish your name to be read out during the ceremony. You must inform the Events team in writing to graduation@rvc.ac.uk before the application deadline if you wish to opt out of your name being published in this way.