

# Graduation Ceremony 2024

## Frequently Asked Questions



Your Graduation Ceremony is the opportunity for you and your guests to celebrate your success and we hope you will enjoy the occasion.

You should note that the ceremony will be a formal occasion and will last approximately one hour.

### When will my Graduation Ceremony take place?

The Graduation and the Conferment of Honorary Degrees ceremonies will take place on **Thursday 4 July 2024**.

There will be three ceremonies across the day. Please see below details of which programme will be included each ceremony.

10.30 am Ceremony	2.00 pm Ceremony	4.30 pm Ceremony
<ul style="list-style-type: none"><li>• Doctoral Degrees (PhD and DPerf)</li><li>• MFA (Acting/ Directing) Classical and Contemporary Text</li><li>• BA Acting</li><li>• BA Production Arts and Design</li><li>• BA Production Technology and Management</li><li>• Bachelor of Education (Music)</li><li>• Professional Graduate Diploma in Education (Music)</li><li>• MEd Learning and Teaching in the Arts</li><li>• Pg Certificate in Learning and Teaching in the Arts</li></ul>	<ul style="list-style-type: none"><li>• BA Modern Ballet</li><li>• BA Musical Theatre</li><li>• Professional Graduate Diploma in Musical Directing</li><li>• Advanced Postgraduate Diploma in Music</li><li>• Artist Diploma</li><li>• Master of Music (all specialisms)</li><li>• Master of Arts (Music) (all specialisms)</li></ul>	<ul style="list-style-type: none"><li>• BA Contemporary Performance Practice</li><li>• BA Filmmaking</li><li>• Bachelor of Music (Composition)</li><li>• Bachelor of Music (Jazz)</li><li>• Bachelor of Music (Performance)</li><li>• Bachelor of Music (Traditional Music)</li><li>• Bachelor of Music (Traditional Music - Piping)</li></ul>

Any deferrals of attendance from October 2023 or exit awards at the appropriate level may also graduate at this ceremony. These awards could be from programmes not listed above.

Other Masters programmes are due to graduate in October 2024 at the Graduation and Fellowship Ceremony.

### How do I graduate?

You must register to graduate (even if you will not be attending). Registration will open from **Monday 22 April 2024** until **Monday 27 May 2024**.

Registration information will be sent by email from Monday 22 April 2024. If you do not register by 27 May 2024 there is a possibility that it will not be possible to include you in the graduation ceremonies.

If you plan to graduate *in-absentia* (i.e. not attend in-person), you **must** still register to graduate.

The completed registration form should be returned to [graduation@rcs.ac.uk](mailto:graduation@rcs.ac.uk)

## Your details

Your registration form is pre-printed with your name as it will appear on your award certificate and other graduation information. You can only graduate under this name (which was confirmed at the time of your matriculation and is taken from your official student record). Your award certificate must record the legal name you were registered as at the time the award was made.

If your legal name has changed or any amendments are required, please provide formal identification e.g. passport/ marriage certificate etc.

**Please check your details listed on the registration form carefully as this is how your name will appear on your certificate. *Once your certificate has been issued it will not be possible to amend your name or to re-issue any certificates.***

## How we use your name

Your full name which is printed on your registration form is the name that will be used on your degree certificate; the graduation programme and in the press list (should you give consent).

If attending in person, when your name is called to present you for your award, it is your official/legal first name and family name only (no middle names are used during the ceremony).

## What is the photo montage?

As part of the graduation celebrations, we will create a photo montage of all graduands. This photo montage will be published publicly on social media and the Conservatoire's website. You are asked for your consent as part of the registration. Your photo is only used to create this montage and does not form part of the ceremony. The photos are not attributed to graduands or named and create a photo montage only.

## Where is the ceremony held?

The Graduation Ceremony is held in the Stevenson Hall within the Royal Conservatoire of Scotland, 100 Renfrew Street, Glasgow, G2 3DB.

Detailed directions and travel details are available from our [website](#).

## Is there a fee to attend?

There is **no** fee to graduate and attend the Graduation Ceremony.

However, there is a fee to hire a gown which is compulsory. (*See the later question on gown hire for further information*).

## Do I have to attend the ceremony?

No, you can graduate '*in absentia*'. **You still need to register to graduate in absentia.**

If you graduate *in absentia*, your certificate will be posted to the address you supply on your registration form. *UK addresses only: we will send via Royal Mail tracked, Special Delivery.*

*For non-UK addresses, this service is not available outside the UK so any certificates will either be sent by standard, untracked postage or via courier. For a courier service, this will be tracked and will require a £15 fee (some countries may require additional charges to be paid in-country). If you would like your certificate to be sent to a non-UK address via courier, please complete the form within the following link which also contains the instructions for payment: [Request for Courier Service](#) Please note that this form should be completed **before** Graduation. If you do not complete the Request for Courier Service form, your certificate will be sent via standard, untracked postage.*

Please ensure any address that you supply is the full address and that it is a safe and secure delivery point. You can send the address in English and other languages if that would ease delivery. Certificates will be posted from **8 July 2024** onwards.

Alternatively, you can arrange to collect your certificate from the Academic Administration and Support office from **8 July 2024** onwards.

## I cannot make the ceremony but would like to attend, what do I do?

In exceptional circumstances, you can request to graduate at the October 2024 ceremony. If you wish to request this, a valid reason must be given on your registration form. Please note, you can only defer for one ceremony and would therefore have to attend the next ceremony. Your date of award will remain the date that you were due to graduate – only your attendance is deferred.

## What would prevent me from graduating?

If you have any outstanding debt to the Conservatoire such as fees, library fines or levies, these should be cleared in advance of graduation. If you still have outstanding fees in advance of the ceremony, you may not receive your degree certificate. If you graduate in absentia, your certificate may be withheld until these debts have been cleared.

If you appeal an examination decision or have a deferred result following the Board of Examiners, you will not be permitted to graduate until the outcome of the result has been resolved.

## How many guest tickets can I get?

You can request a maximum of **2 tickets** which are guaranteed for all graduands. However, we would ask that the maximum number is requested only if these tickets will be used as seating is limited.

Once the logistical arrangements are finalised, if any additional tickets become available, we will send an email to all graduands who have registered to attend. There is no guarantee that any additional tickets will be available as the venues across the Conservatoire will be at capacity. Should there be any additional tickets, these will be very limited and will be a maximum of one ticket per graduand.

Any extra guest tickets will be allocated on a first come, first served basis.

We are not able to accept requests in advance and we do not hold a reserve list for additional tickets. We will not know if additional tickets are available until the week before the ceremony.

### When will I receive my tickets?

Your guest tickets will be delivered electronically by the Box Office to your email account the week of the ceremony. We ask that graduands pass these onto their guests. These e-tickets can be printed or shown electronically on the day.

### What if I have/or my guest have special access requirements?

Please detail this information on your registration form and, where possible, arrangements will be made to accommodate your/their needs. You should note that the Stevenson Hall has several steps which may be difficult for those with mobility difficulties. The Stevenson Hall has numbered seating therefore we must be aware of all special access requirements in advance as there are limited wheelchair and special access spaces available. These spaces will be allocated to those who advise in advance and as such if we are not aware of them in advance, we cannot guarantee a suitable seat being available on the day.

### Are children allowed?

Yes, children are welcome, but for the comfort and enjoyment of all guests, we would advise that the ceremony is not suitable for very small children. We would also stress that children should be seated next to an adult at all times and that they must have a guest ticket.

### What will happen during the ceremony?

If attending, you will register 30 minutes before the ceremony. Once all graduands are in order, the ceremony will commence with the graduand procession. Staff will be on-hand to ensure that you are fully briefed and know where to go.

During the ceremony, each row will be invited forward when graduands are being presented for their award. When your name is called, you will walk across the stage to the Principal who will confer your award. You will then collect your certificate and return to your seat.

At the end of the ceremony, graduates process out first.

If you register to attend the ceremony in-person, you will also receive further information regarding seating and the procession nearer to the time of the ceremony.

### What do I wear to the ceremony?

Academic dress (i.e. gown and hood) is **compulsory** for all graduands. If you are not appropriately dressed, you will **not** be allowed to take part in the ceremony.

There is no guarantee that extra gowns and hoods will be available on the day so please ensure that you hire your gown and hood in advance direct from Ede and Ravenscroft.

As this is a formal event, it is expected that graduands should dress appropriately. As guidance, dress should be what you would wear for a formal occasion. Recognised national or cultural dress is welcomed.

Please note, hoods cannot be pinned to any hired gowns so please ensure that appropriate clothing is worn to ensure that your hood remains securely attached.

Hats and mortar boards are not part of the academic dress.

## How do I hire a gown?

You can hire your gown from [Ede and Ravenscroft's website](#)

The cost to hire a gown/hood is £45 (or £50 for a PhD gown/hood). You will need to hire your gown by **Friday 7 June 2024** at the latest. Remember to bring your booking reference from Ede and Ravenscroft to collect your gown. Gowns must be returned after the ceremony unless you have arranged via Ede and Ravenscroft in advance to hire your gown for an extended period.

Please note that the Conservatoire receives commission from Ede and Ravenscroft from the hire and sale of gowns. This commission is used to offset some of the costs of graduation to ensure that we do not have to charge you or your guests to attend the ceremony or reception.

Ede and Ravenscroft will be present on the day of the ceremony for the collection of gowns. Any third-party suppliers may not be able to supply the correct academic dress which corresponds with your award from the Conservatoire and no third-party suppliers will be present on the day of your ceremony.

## What colour is my gown and hood?

All Conservatoire robes are purple.

For drama graduands, the hood is green and for music graduands, the hood is red (with different coloured trims for different programmes). The hood for Learning and Teaching graduands is green and red.

For Doctoral graduates, your gown and hood are that from the University of St Andrews.

## Is there assistance with gown hire costs?

If you plan to attend the ceremony and have unexpected costs meaning that you need assistance with the cost of gown hire, and you meet the requirements to apply for the Discretionary Fund, you may be able to apply for assistance. Please note that there are deadlines for applications to be received.

For further information please contact [welfare@rcs.ac.uk](mailto:welfare@rcs.ac.uk).

## Is there a photographer available on the day?

There will be a professional photography company available to take you and your families' portraits on the day of the ceremony. There is no need to pre-book this service. However, to avoid queues, it is advisable to go to the studio as soon as you have collected your gown.

The Photography Studios will be situated in the **Ledger Recital Room** and will be well signposted. The photographer will provide you with a leaflet, proof photographs to choose from and details of how to order either online, by phone or post after the ceremony.

Further details of the photography services are available from [Tempest Photography](#).

### Can my guest take photographs during the ceremony?

Guests can take photographs from their seat, but no flash photography is allowed.

We would ask that guests taking photographs are considerate to the guests around them whilst doing so.

### Streaming of the ceremony

The ceremony will be live streamed this year via our website. This will be available on the graduation section of the [Royal Conservatoire of Scotland website](#) on the day of the ceremony.

### When do my guests have to be seated?

Your guests must be seated at least 15 minutes prior to the start of the ceremony. **Late comers may not be permitted to enter the hall.**

### How long will the ceremony last?

The ceremony should last no longer than one hour.

### Is there a graduation rehearsal?

Rather than a full rehearsal, there will be a graduand drop-in briefing session. This will take place in the Stevenson Hall on **Wednesday 3 July 2024** between **3.00 pm** and **4.00 pm**. This will allow you to ask questions and look at the set-up of the ceremony.

If you register to attend, you will receive further information regarding seating and the procession nearer to the time of the ceremony.

### Post ceremony reception

There will be celebratory reception for you and your guests in the Jack Bruce Space after the ceremony. This reception will only be for your guests with a ticket for the ceremony.

### Is there a crèche available?

No crèche facilities are available.

### Can I leave hand luggage/coats anywhere?

Although there is no cloakroom, there will be facilities to leave coats in the Jack Bruce Space. Graduands **cannot** take any items into the ceremony, and these must be left with your guests.

## How do I get to the Royal Conservatoire of Scotland?

The Royal Conservatoire is in Glasgow city centre and is situated at the corner of Hope Street and Renfrew Street.

By Air - Glasgow International Airport is a 20-minute journey by taxi.

By Rail - Both Glasgow Central and Queen Street Station are less than 15 minutes' walk from the Conservatoire.

By Bus - Buchanan Bus Station is a 5-minute walk from the Conservatoire and First Glasgow operate regular services within the area. For up-to-date timetables visit the [First Glasgow website](#).

By [Subway](#) - Cowcaddens underground station is 5-minute walk away.

## Are there car parking facilities?

The Conservatoire does not offer car parking facilities. However, [Cambridge Street Car Park](#) is adjacent to the Conservatoire.

## Where should we go for a celebration lunch/dinner?

We cannot recommend any specific restaurants for celebratory meals; however, you will find many listed on the [People Make Glasgow website](#). As the Conservatoire is in the city centre, there are many places nearby covering all price ranges.

## Where can we book a hotel?

We cannot recommend any specific hotels; however, there are many hotels and guesthouses nearby with a range of costs. The [People Make Glasgow website](#) has many suggestions.

## Is there a Graduation Ball?

Yes, the Students' Union End of Year Ball will be held on **Sunday 23 June 2024**. This is the perfect chance to celebrate completing your studies at the RCS.

The Ball will be held at the Doubletree by Hilton with the following included in the evening:

- Drinks on arrival
- 2-course meal
- Ceilidh
- Additional two live bands playing some of your favourite tunes!
- Afterparty until late
- Photographer and photobooth
- Plus, much much more!

Follow the SU Social Channels to be the first to hear about ticket releases including heavily discounted Early Bird tickets.

If you have any accessibility needs, and are planning on attending, please email [SUpresident@rcs.ac.uk](mailto:SUpresident@rcs.ac.uk)



## Where will my name be listed?

Your name and award will be recorded in the Graduation programme. By registering to graduate, you are giving consent for your name to be listed.

Graduand details are provided to a variety of newspaper publications, some of which also publish on the internet. You will be asked to confirm your consent for your name to be included in the press list on your registration form.

## Data Protection

Our graduation ceremonies are public events and the name of attending graduands will be announced on stage as they are presented to the Principal to receive their award.

Audio and visual images of the ceremonies are publicly available. By registering to attend the ceremony you are consenting to your image being shown and to being filmed during the ceremony for live-streaming. Official photographs may be used in future publicity for the Conservatoire.

We take your privacy seriously. Please find a copy of our privacy notice at [www.rcs.ac.uk/policy/privacy](http://www.rcs.ac.uk/policy/privacy).

## What to do now?

The first thing to do is register – either to attend in-person or to graduate in absentia. Complete your registration form and return to the [Graduation team](#).

If attending, book your gown and hood. This is **compulsory** for all graduands who are attending.

Read our Top Tips to help you enjoy your day!

**If you have any further questions, please do not hesitate to contact us by email at [graduation@rcs.ac.uk](mailto:graduation@rcs.ac.uk)**