

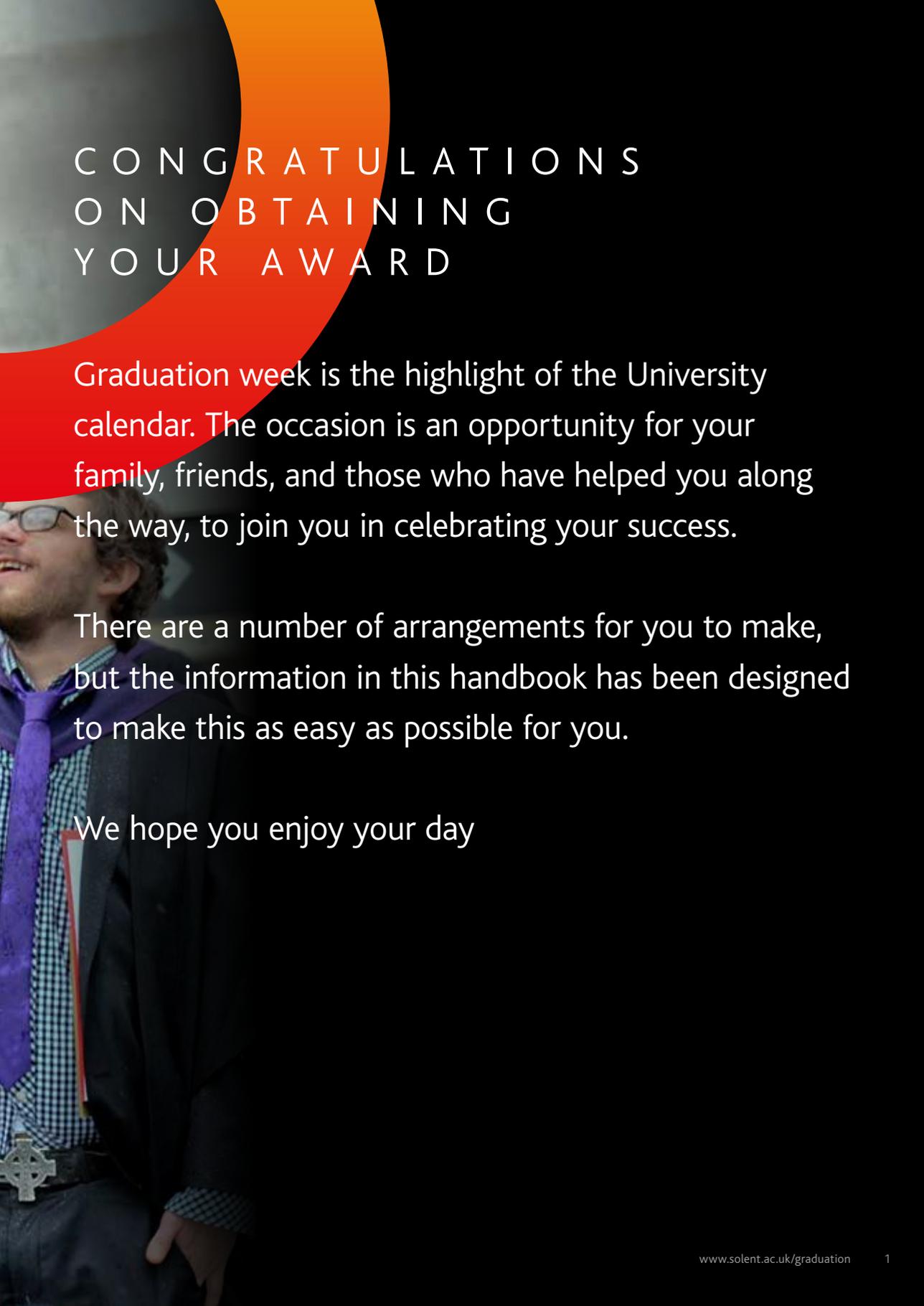


GRADUATION HANDBOOK

2018

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CONGRATULATIONS ON OBTAINING YOUR AWARD

Graduation week is the highlight of the University calendar. The occasion is an opportunity for your family, friends, and those who have helped you along the way, to join you in celebrating your success.

There are a number of arrangements for you to make, but the information in this handbook has been designed to make this as easy as possible for you.

We hope you enjoy your day

WHEN IS MY CEREMONY?

Graduation ceremonies will take place during the week of 9-13 July 2018.

CEREMONY 1

11:00 Monday 9 July 2018

School of Art, Design and Fashion (Fashion Courses Only)

BA (Hons) Beauty Promotion
BA (Hons) Fashion
BA (Hons) Fashion Buying and Merchandising
BA (Hons) Fashion Graphics
BA (Hons) Fashion Management with Marketing
BA (Hons) Fashion Photography
BA (Hons) Fashion Promotion and Communication
BA (Hons) Fashion Styling & Make-Up for Media
BA (Hons) Fashion Styling and Creative Direction
BA (Hons) Fashion with Public Relations
BA (Hons) Make-Up and Hair Design
MA Creative Direction for Fashion and Beauty
MA Fashion Merchandise Management

CEREMONY 2

14:30 Monday 9 July 2018

School of Media Arts and Technology (Computing and Television Courses)

BA (Hons) Animation
BEng (Hons) Audio and Acoustic Engineering
BSc (Hons) Applied Computing
BSc (Hons) Audio Engineering
BSc (Hons) Broadcast Systems Engineering
BSc (Hons) Business Information Technology
BA (Hons) Computer & Video Games
BA (Hons) Computer Games (Art)
BSc (Hons) Computer Games (Indie)
BSc (Hons) Computer Games (Software Development)
BA (Hons) Computer Generated Imagery
BSc (Hons) Computer Networks and Web Design
BSc (Hons) Computer Systems and Networks
BSc (Hons) Computing
BA (Hons) Digital Animation
BA (Hons) Digital Arts
BSc (Hons) Information Technology Management
BSc (Hons) Live Sound Technology
BSc (Hons) Music Technology
BSc (Hons) Network Security Management
BSc (Hons) Software Engineering
BA (Hons) Television and Video Production
BA (Hons) Television Post-Production
BSc (Hons) Television Production Technology
BA (Hons) Television Studio Production
BSc (Hons) Web Design and Development
MSc Applied Acoustics
MSc Cyber Security Engineering
MSc Digital Design

CEREMONY 3

11:00 Tuesday 10 July 2018

Warsash School of Maritime Science and Engineering

HNC Engineering
FdEng Marine Electrical and Electronic Engineering
FdEng Marine Engineering
FdSc Marine Operations
BEng (Hons) Electronic Engineering
BSc (Hons) Engineering Design and Manufacture
BSc (Hons) Geography with Environmental Studies
BSc (Hons) Geography with Marine Studies
BSc (Hons) Marine Operations Management
BSc (Hons) Maritime Business
BEng (Hons) Mechanical Engineering
BSc (Hons) Shipping and Port Management
BEng (Hons) Yacht and Powercraft Design
BEng (Hons) Yacht Design and Production
MSc International Maritime Business
MSc International Shipping and Logistics

CEREMONY 4

14:30 Tuesday 10 July 2018

School of Business, Law and Communications

BA (Hons) English
BA (Hons) English and Advertising
BA (Hons) English and Creative Writing
BA (Hons) English and Film
BA (Hons) English and Magazine Journalism
BA (Hons) English and Media
BA (Hons) English and Public Relations
BA (Hons) Fashion Journalism
BA (Hons) Journalism
BA (Hons) Magazine Journalism
BA (Hons) Magazine Journalism and Feature Writing
BA (Hons) Multimedia Journalism
BA (Hons) Promotional Media
BA (Hons) Sport Journalism

CEREMONY 5

11:00 Wednesday 11 July 2018

School of Sport, Health and Social Sciences

FdSc Health and Social Care
BSc (Hons) Applied Sport Science
BSc (Hons) Fitness and Personal Training
BA (Hons) Fitness Management and Personal Training
BSc (Hons) Health, Exercise & Physical Activity
BSc (Hons) Psychology
BSc (Hons) Psychology (Counselling)
BSc (Hons) Psychology (Criminal Behaviour)
BSc (Hons) Psychology (Education)
BA (Hons) Social Work
BSc (Hons) Sport Coaching
MSc Athletic Development and Peak Performance

CEREMONY 6

14:30 Wednesday 11 July 2018

School of Media Arts and Technology

BA (Hons) Digital Music
BA (Hons) Film
BA (Hons) Film and Television
BA (Hons) Film Production
BA (Hons) Media Production
BA (Hons) Media, Culture and Production
BA (Hons) Music Management
BA (Hons) Music Promotion
BA (Hons) Performance
BA (Hons) Popular Music Journalism
BA (Hons) Popular Music Performance
BA (Hons) Popular Music Performance and Production
BA (Hons) Popular Music Production
BA (Hons) Post-Production
BA (Hons) Songwriting
BA (Hons) Special Effects
MA Film Production

CEREMONY 7

11:00 Thursday 12 July 2018

School of Business, Law and Communications

BSc (Hons) Accountancy and Finance
BSc (Hons) Business Administration
BA (Hons) Criminology
BA (Hons) Criminal Investigation with Psychology
BA (Hons) Criminology and Psychology
BA (Hons) Events Management
BA (Hons) International Business Management
BSc (Hons) International Hospitality Management
BSc (Hons) International Management
BA (Hons) International Tourism Management
BSc (Hons) International Travel and Tourism Management
BSc (Hons) Marketing
LLB (Hons)
BA (Hons) Tourism Management
PgD Personnel and Development
MSc Criminology and Criminal Justice
MA Human Resource Management
MSc International Business Management
MSc Management
MSc Project Management

CEREMONY 8

14:30 Thursday 12 July 2018

School of Art, Design and Fashion

HNC Architectural Technology
HNC Building Surveying
HNC Civil Engineering
HNC Construction Management
HNC Quantity Surveying

BA (Hons) Architectural Technology
BSc (Hons) Construction Management
BSc (Hons) International Construction, Design and Management
BA (Hons) Fine Art
BA (Hons) Graphic Design
BA (Hons) Graphic Design for Web and Mobile Devices
BA (Hons) Illustration
BA (Hons) Interior Design
BA (Hons) Interior Design Decoration
BA (Hons) Photography
BA (Hons) Product Design
BA (Hons) Visual Arts
MA Visual Communication

CEREMONY 9

11:00 Friday 13 July 2018

School of Business, Law and Communications

HNC Business
HND Business and Management
HND Business and Marketing
BA (Hons) Accountancy and Finance
BA (Hons) Advertising
BSc (Hons) Business Economics
BA (Hons) Business Management
BA (Hons) Business (Professional Development)
BA (Hons) Creative Enterprise
BA (Hons) Marketing
BA (Hons) Marketing with Advertising Management
BA (Hons) Public Relations and Communication
BA (Hons) Social Media
PgC Learning and Teaching in Higher Education
MA Advertising and Multimedia Communications
Master of Business Administration
MA Creative Advertising
MA Creative Enterprise
MA Marketing Management
MA Public Relations and Multimedia Communications
MSc International Accounting and Finance

CEREMONY 10

14:30 Friday 13 July 2018

School of Sport, Health and Social Sciences

HE Certificate in Professional Sport Management and Administration (Football)
BA (Hons) Adventure and Extreme Sports Management
BA (Hons) Adventure and Outdoor Management
BA (Hons) Football Studies
BA (Hons) Football Studies and Business
BA (Hons) Sport and Physical Education
BA (Hons) Sport Coaching and Development
BA (Hons) Sports Studies
BA (Hons) Sports Studies and Business

REGISTRATION

HOW DO I REGISTER?

You can book in for graduation online through the portal. We will notify all students by email when myGraduation is open. Registration will only take a few minutes, and you will be guided through the process.

WHAT HAPPENS IF I MISS THE BOOKING DEADLINE?

Unfortunately it will not be possible for you to attend your graduation ceremony if you miss the booking deadline.

HOW MUCH DOES IT COST TO ATTEND?

There is no fee to attend the graduation ceremonies but you must book in by the deadline. You will be required to hire your academic dress. The cost of hire is approximately £45 depending on your award. The company which holds the Official University academic dress is called Ede & Ravenscroft and you will be able to hire your gown at www.gownhire.co.uk

You will need to book your academic dress before you receive your results. Should you not be eligible to attend, Ede & Ravenscroft will refund the cost of your gown hire.

Any student who requires financial support to assist with the cost of academic dress, please contact the funding team at www.solent.ac.uk/funding-advice

CAN I REGISTER BEFORE I RECEIVE MY EXAM RESULTS?

Yes, you will be able to register your intent to attend the ceremony.

WHAT HAPPENS IF I HAVE OUTSTANDING FEES?

If you have outstanding debts to the University, it will not be possible to book in for your graduation ceremony.

HOW MANY GUESTS CAN I HAVE?

You are guaranteed to receive two guest tickets. When completing your booking, you can request an extra two guest tickets, and we will let you know two weeks before your ceremony how many tickets we are able to give you. Please do not make travel arrangements for your guests before you have received your allocated tickets.

WHAT HAPPENS IF I DON'T RECEIVE AS MANY TICKETS AS I WOULD LIKE?

Unfortunately it is not possible for us to exceed the capacity of the Guildhall. Your family and friends will be able to watch proceedings on the internet. You should direct them to www.solent.ac.uk and they will be able to view your ceremony live.

CAN I BRING CHILDREN?

You are welcome to bring children to the ceremony, as graduation is a family occasion. However, you must include children in your request for tickets (with the exception of babies). If small children become upset or restless during the ceremony we kindly ask that your guests take them out of the auditorium until they have settled.





ARE THERE CRÈCHE FACILITIES?

Unfortunately we are not able to provide any crèche facilities.

CAN I SIT WITH MY GUESTS?

Students will be allocated a specific seat in a designated "students only" area. This is because students are required to walk across the Guildhall stage as part of the ceremony. Guests are free to select a seat in the guest area.

CAN MY GUESTS TAKE PHOTOS OR VIDEO THE CEREMONY?

Your guests are welcome to take photographs or video footage, as long as they do not affect the enjoyment of other guests or interrupt the flow of the procession. The ceremonies will be filmed and the graduation film will be available as a free download.

GUESTS WITH SPECIAL REQUIREMENTS?

There will be an opportunity to let us know if either yourself or your guests have any special requirements when you book in for graduation. We will make contact with you before your ceremony to discuss how we will meet your requirements.

WHERE DO I COLLECT MY TICKETS?

Your e-tickets will be sent to you by email before your ceremony. We will use the email address you provided when booking in for graduation. You should check your junk mail folder if you can't see your e-tickets in your inbox. **Please email: graduations@solent.ac.uk if you have not received your e-tickets by 2 July 2018.**

HOW DO I REQUEST A VISA LETTER?

If you or your guests require a visa letter to attend the ceremony please email: graduations@solent.ac.uk and include the following information in full:

- Your full name
- Your full course title
- Your date of birth and those of your guests
- The full names of your guests (a maximum of two guests can be included on a visa letter)
- The full postal address of you, your guests and their relationship to you.

You should be booked in for your ceremony before you request a visa letter. The time taken to process each visa application varies, so please ensure you apply in plenty of time.



THEO PAPHITIS,
ENTREPRENEUR
HONORARY DOCTOR
OF BUSINESS

“

Search, look and experiment to find your passion; once you have found it, you're likely to be successful in it.”

WHAT SHOULD I WEAR?



HNC/D hood

Foundation
Degrees hood

Undergraduate
Degrees hood

Postgraduate
Certificate and
Diplomas hood

Masters Degrees
hood

If you are attending a ceremony, you must wear academic dress, which consists of gown, hood and mortarboard. You must order this in advance. Underneath the gown, you should wear dark, smart clothes, or national dress, (no jeans), provided the gown can be worn over it.

Please be aware of other companies who offer gowns and hoods claiming to be academic dress of Southampton Solent University. This is NOT the University academic dress and anyone who attends not wearing the correct attire will not be allowed to graduate.

Any student who requires financial support to assist with the cost of academic dress, please contact the funding team at www.solent.ac.uk/funding-advice

Above you will find a picture of the academic gown and hood you will wear at your Graduation ceremony.

HOW DO I ORDER MY GOWN?

The company that holds the academic dress for the University is called Ede & Ravenscroft. To order your academic dress, including gown, hood and mortarboard, either go on-line at www.gownhire.co.uk or telephone +44 (0)1223 861854. You should order your gown at least three weeks before your ceremony. All academic dress will be available for collection from the Spark on the day of your ceremony.



HANDY HINTS!

Bring some safety pins! The graduation hood is fastened by a loop that needs to be attached to a shirt/jacket button; it is recommended that you bring some safety pins to help secure this. Bring some hairgrips to secure your mortarboard.

ON THE DAY

BEFORE THE CEREMONY

You need to allow yourself sufficient time to collect your academic dress from the Spark and proceed to the Guildhall (approximately a 10 minute walk from the Spark) to register. **Registration for your ceremony will take place in the Guildhall 1 ½ hours before your ceremony.**

Please note that to ensure the ceremonies start on time, registration will close 30 minutes before the start of each ceremony. Graduands/diplomands and their guests are required to be seated 30 minutes before each ceremony.

DURING THE CEREMONY

- A welcome speech will be made to the audience outlining the contents of the ceremony.
- The Processional Party will enter the auditorium and process up onto the stage.
- The Chancellor or Vice-Chancellor (or his representative) will address the auditorium.
- The name, course and prize (where appropriate) for each graduand/diplomate will be read out as they walk across the stage. Ushers will tell you when it is time to make your way to the stage and also guide you back to your seat.

WHERE WILL I GO FOR PHOTOGRAPHS?

Ede and Ravenscroft (Photography) Limited, the official University graduation photographers, will be available in the Spark between 9am and 5pm every day. Photographs can also be pre-booked on the academic dress website at www.gownhire.co.uk

- Graduates/diplomates will shake the Chancellor or Vice-Chancellor's hand and make their way off the stage.
- All graduates/diplomates will be asked to stand and will be admitted to their awards.
- At some ceremonies an award will be made to an honorary graduate of the University.
- The Processional Party will exit the stage.

WHERE CAN I GO FOR REFRESHMENTS?

Following your ceremony, you are invited to join your fellow graduates at the post graduation reception being held in the Graduation Marquee that will be based in Guildhall Square. This is an excellent opportunity to meet up and celebrate with everyone involved in your studies

TIMINGS ON THE DAY

Morning ceremonies

Academic Dress Collection (the Spark)	08.30 – 10.00
Registration (Southampton Guildhall)	09.30 – 10.30
Time to be seated	10.30
Time of ceremony	11.00
Return academic dress	18.00

Please return academic dress to the Spark before 18.00 unless you have arranged additional hire time

Afternoon ceremonies

Academic Dress Collection (the Spark)	11.00 – 13.00
Registration (Southampton Guildhall)	13.00 – 14.00
Time to be seated	14.00
Time of ceremony	14.30
Return academic dress	18.00

Please return academic dress to the Spark before 18.00 unless you have arranged additional hire time

HOW TO FIND US

VENUE

All graduation ceremonies will be held at the Southampton Guildhall, located centrally and close to Southampton Solent University's Sir James Matthews building (SJM). For further information, please visit the Guildhall's website at www.livenation.co.uk/southampton

DRIVING TO SOUTHAMPTON

Southampton is just 75 miles from London and 21 miles from the channel ports.

From the West: the A36 is the major route from the West Country, Bristol and Wales.

From the North: the M3, M27 and A34 provide fast, direct road links into the heart of the city.

From the East: Follow the A27/M27 and leave at Junction 8.

The postcode for the Guildhall is SO14 7LP.

CAR PARKING

Unfortunately car parking is not available either on campus or at the Guildhall. Details of parking in the city can be found on the Southampton City Council website at www.southampton.gov.uk/findparking

For further information, about travelling to Southampton, including maps and alternative car parking information see the 'find us' section of our website at www.solent.ac.uk/about/find-us

ARRIVING BY TRAIN

The closest railway station to us is Southampton Central Station, and there are frequent services from London and other major cities.

If you exit via Platform 1, turn right, walk up the hilly footpath towards the Civic Centre building (large white stone building with clock tower). The Guildhall is on the other side of the Civic Centre building.

If you exit on Platform 4, turn left, walk up the hill towards the Civic Centre building (large white stone building with clock tower). The Guildhall is on the other side of the Civic Centre building.

For information on train times please visit www.nationalrail.co.uk

For more detailed information about bus and rail travel please visit www.discoversouthampton.co.uk/visit/travelling-to-southampton

ARRIVING BY COACH

National Express and Megabus travel to Southampton. Please visit www.nationalexpress.com www.megabus.com

For more detailed information about bus and rail travel, please visit www.discoversouthampton.co.uk/visit/travelling-to-southampton

ARRIVING BY PLANE

There are regular buses, trains and taxis from the airport to the centre of Southampton.

Buses and taxis are to be found right outside the entrance, whilst the railway station is located a couple of minutes' walk away and is called Southampton Airport Parkway (one stop to Southampton Central).

For more information on how to travel from and to the airport, please visit www.southamptonairport.com

ACCOMMODATION

If you would like information for local B&B/Guest houses please contact:

Southampton Tourist Information
Tel: +44 (0)23 8083 3333
Destination Southampton
Tel: +44 (0)23 8023 5211

For details of hotels in the area please visit www.hotels.uk.com



↑ **H**
Southampton General Hospital
Princess Anne Hospital

↑ **M3** for Winchester & London

↑ **A** **A**
Portswood
M27 Junction 5
Southampton Airport
Eastleigh

↑ **A**
Bitterne
M27 Junctions 7 & 8
Fareham
Portsmouth

Central Station
National and local trains with connections to the airport. City-link (free) City Clipper and buses to University of Southampton leave from the South side, all other buses leave from the North side.

M271 & M27 Junction 3
Romsey
Boumemouth
Totton
New Forest

↑ **A**
Shamrock Quay Marina

Dock Gate 10
City & Mayflower
Cruise Terminals

LeisureWorld
Night buses

Dock Gate 8
Viewing point for cruise ships

Dock Gate 7
Viewing point for cruise ships

Red Funnel iOw
Hi-Speed Ferry Terminal 2
iOw 55 mins
Hythe 15 mins
iOw 23 mins
Viewing point for cruise ships

SS Speedhall

↑ **A** **A**
Woolston
Netley
Hamble-le-Rice

↑ **A**
Royal Southampton
Soccer Club

Blue Funnel
Cruises

Hammer Lights
Picture House

National
Geography
Centre
Southampton

Central Southampton



CERTIFICATES

WILL I RECEIVE A CERTIFICATE?

We will issue you a certificate as proof of your award. Your certificate is a unique and valuable document that you should take good care of. It will show your full name, course title, level of award, classification (if applicable) and the date of the award.

WHEN WILL I RECEIVE MY CERTIFICATE?

Your certificate will be sent to the mailing address which is held on the student record system, although this is dependent on you not having any outstanding debt to the University. Certificates will be posted by 28 September 2018. Items will be sent by recorded delivery to UK addresses and by airmail to all non-UK addresses. Certificates sent by recorded delivery that cannot be delivered by Royal Mail will be returned to the University and stored for one year.

WHICH NAME WILL APPEAR ON MY CERTIFICATE?

The name that is shown on your certificate will be the one taken from the student record system, which was provided by you at enrolment. This should be your full legal name, including any middle names. Initials will not be printed on your certificate. Please contact the student hub by 30 May 2018 in the event of any changes being required.

It is not possible to alter the name on a certificate following its production.

It is your responsibility to ensure that the details held on the student record system are accurate and up-to-date. You can update your mailing address through the 'My Details' section of the student portal. Alternatively, please contact the student hub. You should make sure that we hold the correct address for you by 28 June 2018.

WHAT SHOULD I DO IF I DON'T RECEIVE MY CERTIFICATE?

If you have not received your certificate by 28 September 2018, please contact the graduation team on graduations@solent.ac.uk or Tel: +44 (0)23 8201 3500.

YOU'LL ALWAYS BE PART OF US

Welcome to our Solent alumni community of more than 60,000 talented individuals just like you, located all around the world – each with a special connection to Solent University.

As a part of our global alumni community, you can take advantage of a range of benefits, including

- up to a 50% reduction on postgraduate study tuition fees
- reduced price gym membership
- free/discounted library access
- continued career advice and business support services
- 10% discount at the Southampton Solent Conference Centre
- exclusive events

To find out more, please visit www.solent.ac.uk/alumni

STAY CONNECTED, STAY SOLENT FOR LIFE

Remember to let us know any changes to your details so we can keep you updated on the latest news and events.

 SolentUniAlumni  SolentUniAlumni  Southampton Solent University Alumni

www.solent.ac.uk/alumni

#SolentForLife

GRADUATION MERCHANDISE

WHERE CAN I BUY SOUVENIRS?

A range of items including the Southampton Solent University scarf, University gifts and T-shirts containing the names of graduating students can be ordered on-site during Graduation week from the Campus Clothing stand in the Spark or go online at <https://uk.campusclothing.com> or Tel: +44 (0)333 340 3474





FEEL FUTURE
CONFIDENT

NOW'S THE TIME

– discover Southampton Solent University's professional, career-focused postgraduate courses

Up to 50% discount for Alumni of Southampton Solent University

solent.ac.uk/postgraduate



CHECK LIST

THE FOLLOWING TASKS ARE COMPULSORY, AND MUST BE COMPLETED BEFORE THE DEADLINES:

- Pay any outstanding fees
- Register for your ceremony
- Check the spelling of your name is correct
- Check we have your up to date address
- Order academic dress

YOU MAY ALSO LIKE TO CONSIDER THE FOLLOWING:

- Travel
- Accommodation
- Photography
- Souvenirs

SOLENT FUTURES

GET TO WHERE YOU WANT TO BE

Get Hired. Get Started. Get Freelancing.

Even when you've graduated, we're here to help you achieve your ambitions, whatever they may be.

- Sign up to graduatejobs.solent.ac.uk and get relevant jobs delivered to your inbox
- Check out portal.solent.ac.uk/careers/careers.aspx for advice on job hunting, CVs and more

Want to be your own boss or go freelancing?

We can offer training, business support and even funding for up to 3 years after you graduate

 solent.futures@solent.ac.uk

C O N T A C T S

GRADUATION ENQUIRIES

T. +44 (0)23 8201 3500

E. graduations@solent.ac.uk

www.solent.ac.uk/graduation

FINANCE

T. +44 (0)23 8201 3970

E. income.team@solent.ac.uk

EDE & RAVENSCROFT

T. +44 (0)1223 861854

E. student@edeandravenscroft.com

E. photography@edeandravenscroft.com

www.gownhire.co.uk

ALUMNI ASSOCIATION

E. alumni@solent.ac.uk

www.solent.ac.uk/alumni

STUDENTS' UNION

T. +44 (0)23 8201 3389

E. students.union@solent.ac.uk

www.solentsu.co.uk

DATA PROTECTION

As Graduation is a public event, your name will be announced on stage at your graduation ceremony and your name will appear in the graduation booklet. By attending, you are consenting to your image being shown in official photographs, web streaming and the film. Your name will appear in the local newspaper, and on the graduation t-shirts. Please email graduations@solent.ac.uk if you wish your name to be withheld from these publications.

#SolentForLife

 solentuniversity

 @solentofficial

 @solentuniofficial

 solentuni

 07712 402 951



Southampton Solent University

East Park Terrace

Southampton

SO14 0YN

T. +44 (0)23 8201 3039

E. ask@solent.ac.uk

www.solent.ac.uk/graduation

