

How to Apply

Graduating in Person

D How do I apply to attend my graduation Ceremony?

Go online to the [Graduations](#) page and follow the Graduation link.

If you are exiting in 3rd year, and not continuing to Honours, remember to inform your School Office that you intend to graduate in order that they can process your award.

Please note that the online application process and payment of £11 per person per ticket must be completed by the deadline of Wednesday 17 October 2018 .

Graduating In Absentia

D How do I apply to graduate In Absentia?

All students who do not wish to attend a graduation ceremony should apply to graduate In Absentia to ensure your parchment is posted to you.

Go online to the [Graduations](#) page and follow the Graduation link.

Please note that you must register to graduate In Absentia by Wednesday 17 October 2018 . There is no fee to graduate In Absentia.

Your award will be conferred at the appropriate graduation ceremony and will be sent to you by post, after the graduation ceremony. Parchments posted to UK addresses will be sent recorded delivery and will require a signature. Parchments sent to addresses outwith the UK will be sent by air mail post. Please allow 4-6 weeks following graduation for delivery of your parchment.

If you are planning to change address, please remember to inform Student Administration by emailing graduations@napier.ac.uk

D Can I collect my parchment?

If you would prefer to collect your parchment in person please email Student Administration at graduations@napier.ac.uk within a week of your ceremony date, and we will advise when it is ready to collect.

Defer Graduation

D How do I defer my graduation?

You may defer your graduation ceremony to the next ceremony i.e. summer to autumn or autumn to summer. In order to defer you should inform Student Administration of your intention to defer by emailing graduations@napier.ac.uk. The opportunity to defer is only offered once.

Please note that if you defer your graduation until the next scheduled ceremony you will not be

able to receive your parchment until that date.

Graduation Fee

D How much is the graduation fee?

Graduating in Person: The cost to attend graduation is £11 per ticket per person. Please remember to order a ticket for yourself and for each of your guests.

Graduating In Absentia: There is no cost to graduate In Absentia

University Debt

D What if I am in debt to the University?

If you have a debt to the University which is not cleared before graduation, you will not be permitted to participate in the graduation ceremony or receive your parchment. Your name will not appear in the graduation programme or the local newspaper.

If you think you may have a debt to the University please contact Credit Control on 0131 455 6140.

On the Day

Registration/Seating/Tickets

D Where is the ceremony held?

The University holds its graduation ceremonies in the [Usher Hall](#), Lothian Road, Edinburgh, EH1 2EA

D Where do I register?

When you arrive at the [Usher Hall](#) you must register at the registration desks located in the main foyer. The registration desks run in alphabetical surname order. You should be registered at least 1 hour before the start of your ceremony.

D How will I know where to sit?

When you register you will be given your seat number on a blue seating card. Staff from both the University and the Usher Hall will be available to direct you to your seat, which will be in the stalls area of the Usher Hall.

D Will I receive my prize/medal at the ceremony?

Graduation prizes will be announced at the same time as your award is announced and you will receive the prize at the same time as your parchment.

D How do I collect guest tickets?

Tickets purchased as part of your graduation fee will be available to collect from the registration desks on the day of your graduation ceremony. If additional tickets are available and purchased they will be available to collect at the ticket desk in Foyer 3.

D When do my guests and I have to be seated?

The auditorium opens one hour before the start of your ceremony. Both you and your guests must be seated at least 20 minutes prior to the start of the ceremony. Latecomers are not permitted to enter the auditorium.

D Where will my guests be sitting?

As part of your graduation application your guests will be issued with tickets for the stalls, grand circle or upper circle of the Usher Hall. If you purchased additional tickets for the ceremony we cannot guarantee that the tickets purchased will be in the same area as the tickets allocated as part of your graduation package.

D How can I purchase additional guest tickets for the ceremony?

Additional tickets may be on sale for your ceremony. However some ceremonies reach capacity before additional tickets are available, so you should only assume that you will have access to three tickets for your guests.

Should additional tickets become available, they are priced at £11 for the ceremony. Please check the myNapier [Graduations](#) page for further details.

D Can I bring my children to the ceremony?

Children can attend the ceremony, but you should note that it may not be suitable for very young children.

Children under two do not require a seat and therefore do not require a ticket. Children over the age of two will require a ticket due to the Usher Hall's health and safety regulations.

D Can I purchase a university scroll holder?

You can purchase a scroll holder and other university memorabilia at your graduation ceremony at the Usher Hall.. You can also purchase these in advance using the [online store](#).

D How long is the ceremony?

The ceremony will last approximately 1.5 hours.

Gowns/Hoods

Order/Collect/Return

D How do I order my gown/hood?

You can order your gown and hood from the University robe makers Ede & Ravenscroft Academic Dress [Ede and Ravenscroft](#), [Gown Hire](#) or telephone 01223 861 854.

D Do I need to wear a gown to graduate?

Yes, all students attending graduation must wear the gown relevant to their award.

D Is there a dress code for graduation?

Yes, graduation is a formal occasion and students are expected to dress appropriately. National dress may be worn if you wish. Mortarboards, hats and fascinators are not permitted.

D Where do I collect my gown?

Gowns will be available to collect from the top floor of the Usher Hall after you have registered. You can collect your gown at the times shown below for your ceremony:

Ceremony time	Gown collection time
Morning 11am	8.30am -10.30am
Afternoon 2pm	11.30am - 1.30pm
Afternoon 3pm	12.30pm - 2.30pm

D Where do I return my gown?

Your gown should be returned to Ede & Ravenscroft after the ceremony at the Usher Hall by 6pm on the day of your graduation ceremony.

Photography

Order/Times

D Can I pre-order my photographs?

We recommend that you pre order your photography in advance from Ede & Ravenscroft [Graduation Services](#) page as the queues for the photography sales desk can be quite long.

D Where do I get my photographs taken at graduation?

You can have your photographs taken before or after your ceremony. The photography studios will be open two hours prior to the start of your ceremony and will generally finish about an hour after the last ceremony of the day. If in doubt, please check with the Ede &

Ravenscroft Sales desk on the day.

D Can guests take photographs during the ceremony?

Members of the audience may take photographs, but should remain in their seats. The use of flash apparatus or private video recording is not permitted in the auditorium of the Usher Hall.