



BORDERS COLLEGE

# GRADUATION CEREMONY

Thursday 2 December,  
Friday 3 December 2021

Borders Events Centre, Springwood Park,  
Kelso, TD5 8LS

**GRADUATE INFORMATION**





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## **THE CEREMONY:**

Borders Events Centre, Springwood Park,  
Kelso, TD5 8LS

Thursday 2 December, Friday 3 December 2021  
at 2.00pm

Doors to Graduation Hall will open two hours before the ceremony is due to begin at which time graduates and their guests may enter to take their seats. Everyone must be seated 15 minutes before the ceremony begins. There will be a team of marshals on duty to assist you and to control the flow of graduates and guests into the Graduation Hall. Please follow these arrangements to ensure that congestion is kept to a minimum.

The ceremony will begin with the academic procession of the College's senior staff, during which the graduates and guests are asked to stand.

As graduates will return to the same seats following their presentation on stage, personal possessions and programmes etc. may be left on the chair.

At the end of the ceremony, graduates will process to the reception area, following the stage party. Guests are asked to remain in the Hall until all graduates have processed. A team of marshals will be ready to guide you.



# Registration

On arrival graduates must report in the first instance to the Graduation Hall. There you will be formally registered and issued with a graduation card. It is important that you retain this card until you are about to be presented on stage during the ceremony. This card will be used to announce your name as you are presented to the Chair of the Board of Management and the Principal. Please do not alter this card in any way. Any titles and ranks are not announced. The card also provides evidence of your entitlement to the correct robe and may have to be shown to the Academy Graduations staff in addition to their own arrangements.

Registration will be open two hours before the ceremony is due to begin and you should arrive no later than one hour prior to the ceremony.

# Graduation Dress Code

Graduation is a formal event therefore you are required to dress accordingly. Formal dress e.g. dress trousers, shirt and tie, Scottish national dress, suit, skirt and blouse or dress would be expected. Strictly no jeans/denim, training shoes or any form of sportswear will be permitted. We reserve the right not to allow individuals to take part in the ceremony if they are inappropriately dressed.



## **Robing** (Kindly note that this is a Robed Ceremony)

Following your registration you will be directed to the robing area within the Robing and Photography Hall. The dress consists of a gown and hood, the hoods of which will denote the awarding body for your qualification. Mortarboards do not form part of our academic dress and are neither carried nor worn at our graduation ceremonies.

There will be staff from Academy Graduations available to assist you with the correct positioning of your robes. Please note that the hoods have a small loop, which is designed to fit onto a button, so it is recommended that you wear a front buttoning shirt or blouse.

Robes must be returned according to the arrangements with Academy and any instructions you are given at registration.



# Photography

The official photographers will have studios established in the Robing and Photography Hall, which can be accessed directly from the Graduation Hall following robing. There will be signposts for you to follow. Please allow enough time to have your photograph taken before the ceremony, as queues are likely to form at this stage. It is better if you have pre-booked your photographs, but a sales desk will operate on the day to allow you to have photo's taken if you have not pre-booked. The photographers will have certificate tubes available for the photographs. If you have booked a family photograph you may bring your relatives into the Robing and Photography Hall. It is possible to have photographs taken following the ceremony if you did not have enough time beforehand.

## Filming/Photography

Please be advised that filming and/or photography will be taking place during Graduation. If you do not wish to appear in any images captured tell us so that we can take appropriate steps to ensure you are not included.

The photographs/film will be used by the Borders College for editorial, marketing and public relations both in print and online.

- If you have any concerns about this please email: [marketing@borderscollege.ac.uk](mailto:marketing@borderscollege.ac.uk)



## **Certificates**

You will receive a tubed commemorative certificate upon graduating. This is a purely presentational certificate suitable for framing. The certificate you received direct from your awarding body is the one that provides formal proof of your qualification and should be shown to employers, universities etc.

## **Home Videos & Photography**

The College allows guests to take their own photographs and to film home video during the ceremony, but we ask that those doing so respect fellow guests and avoid any disturbance. Anyone considered to be causing a disturbance may be asked to leave by a marshal.

## **Programmes**

Graduates and guests will be issued with a Graduation Booklet containing the names of graduating students together with the name(s) of those being honoured with a Fellowship of the College, and the Order of Ceremony.



## Refreshments

After the Graduation Ceremony, some light refreshments will be available in the reception area of the Graduation Hall.

Graduates and their guests must make their own arrangements for lunch.

## Emergency Contact

Emergency messages on the day may be telephoned to the Borders Events Centre on 01573 224188 asking to speak to a Borders College staff member.

## Venue

Border Events Centre, Springwood Park, Kelso, TD5 8LS.

There is a location map on the Borders Events Centre website <https://borderseventscentre.co.uk/>

Smoking is not permitted in any of the showground halls.

## Disabilities/Access

If you or any of your guests have a disability that will require additional assistance on the day (i.e. going on stage, being seated), please contact Wendy Bell on 08700 50 51 52



## **Creche Facilities**

We regret that we cannot make creche facilities available. We do, however, recognise that graduation is a family time and children are welcome. It would be appreciated if those accompanied by young children take them out of the Hall should they become unduly fractious or distressed. This is to minimise disturbance to other guests. Children over five or who are unable to sit on an adult's lap should have a guest ticket.

## **Cloakroom**

There is a small cloakroom available off the Graduation Hall for the use of guests. Please note, however, that this is not a staffed service and the College cannot be held responsible for the safety of any items left there.

## **First Aid**

First aid will be available through the British Red Cross Service who will have members on duty throughout the ceremony.

## **Parking**

There is ample parking at the Events Centre.



## Toilets

Toilets are available on the ground floor of the Graduation Hall. Please ask a marshal who will be happy to direct you.

## Overnight Stay

If you require to have an overnight stay we recommend that you contact VisitScotland. The Scottish Borders is rich in history, and magnificent countryside making it an ideal place to stay for a few days following your graduation.

You may wish to visit their website at [www.visitscotland.com/scottishborders](http://www.visitscotland.com/scottishborders)

## Refunds

Unless there are exceptional circumstances, no refunds will be given 14 days prior to the Ceremony.

## Borders College Contact

If you still require further information, please contact Wendy Bell at Borders College on **08700 50 51 52**.



