

Orkney College UHI
Annual Graduation and Awards Ceremony
Friday 30 September 2022

Time	Venue	Event	Explanation
9.00 – 10.45am	Orkney College	Photography and Gown Collection	A professional photographer will be available at the college to take portrait / individual photographs. If you have hired a gown for the day, it can be collected from the College. Staff will be on hand to assist you.
11.00 – 12.15pm	St. Magnus Cathedral	Registration & Guests Arrival	College staff will be available, just inside the main entrance to the Cathedral, to register you for the ceremony and to show you to your allocated seat. Please make sure you register with a member of staff before taking your seat. Please ensure you are at the Cathedral, registered and in your seat in a timely manner. Latest time for registration is 12:15pm. Please do not take large bags into the Cathedral. Bags may be checked before entry. <u>Guests</u> Your guest(s) can arrive any time after 11.00. We ask that all guests take their seats immediately on entering the Cathedral and are seated by 12.45pm at the latest. Guest seating is at the front half of the main seating area and is allocated on a first come, first served basis.
1.00 – 2.30pm (approx)	St. Magnus Cathedral	Awards Ceremony	Please remain in the Cathedral until the ceremony has concluded, unless instructed otherwise. Please place any personal belongings under your seat to ensure that they are not blocking the way for others. Please turn off your mobile phone.
		Procession	The Awards Ceremony will begin with the procession of the main party and College staff
		Speeches	
		The Awards	College staff will be on hand to guide you through going up to graduate / receive your award. Please stay in the order you are placed. When your name is called, step up to the platform. Degree and postgraduate students should bow their head when receiving their award in order to be conferred (tapped on the head with the graduation cap). You will then shake hands and receive a presentation tube.
		Closing Remarks	
		Announcements	You will be able to leave your hire gown at either the Cathedral or the reception after the event or drop it off at Orkney College (name tags must be attached). Deadline for returning gowns to Orkney College is strictly 16:00 on Mon 3rd October. After that time students are responsible for arranging return of their gown to Ede & Ravenscroft.
2.30 – 4.00pm (approx)	King Street Halls	Reception	Graduates and their guests, who have booked tickets, can join the reception for a complimentary drink, which will take place immediately following the ceremony. Please remember to have your ticket ready to show to staff on entry to the reception (either electronically or in hard copy).

