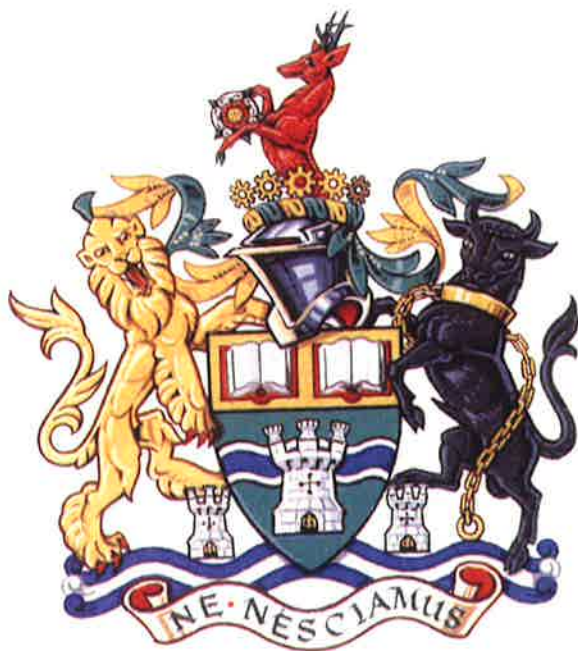


The University of Northampton Summer Award Ceremonies



Tuesday 13 July - Friday 16 July 2010
at 10.45am and 2pm

Please read this booklet as it contains important information regarding your graduation ceremony.

Itinerary for July 2010 Award Ceremonies

Please find enclosed your tickets, itinerary and map. Please make sure you check your tickets for the time of your ceremony.

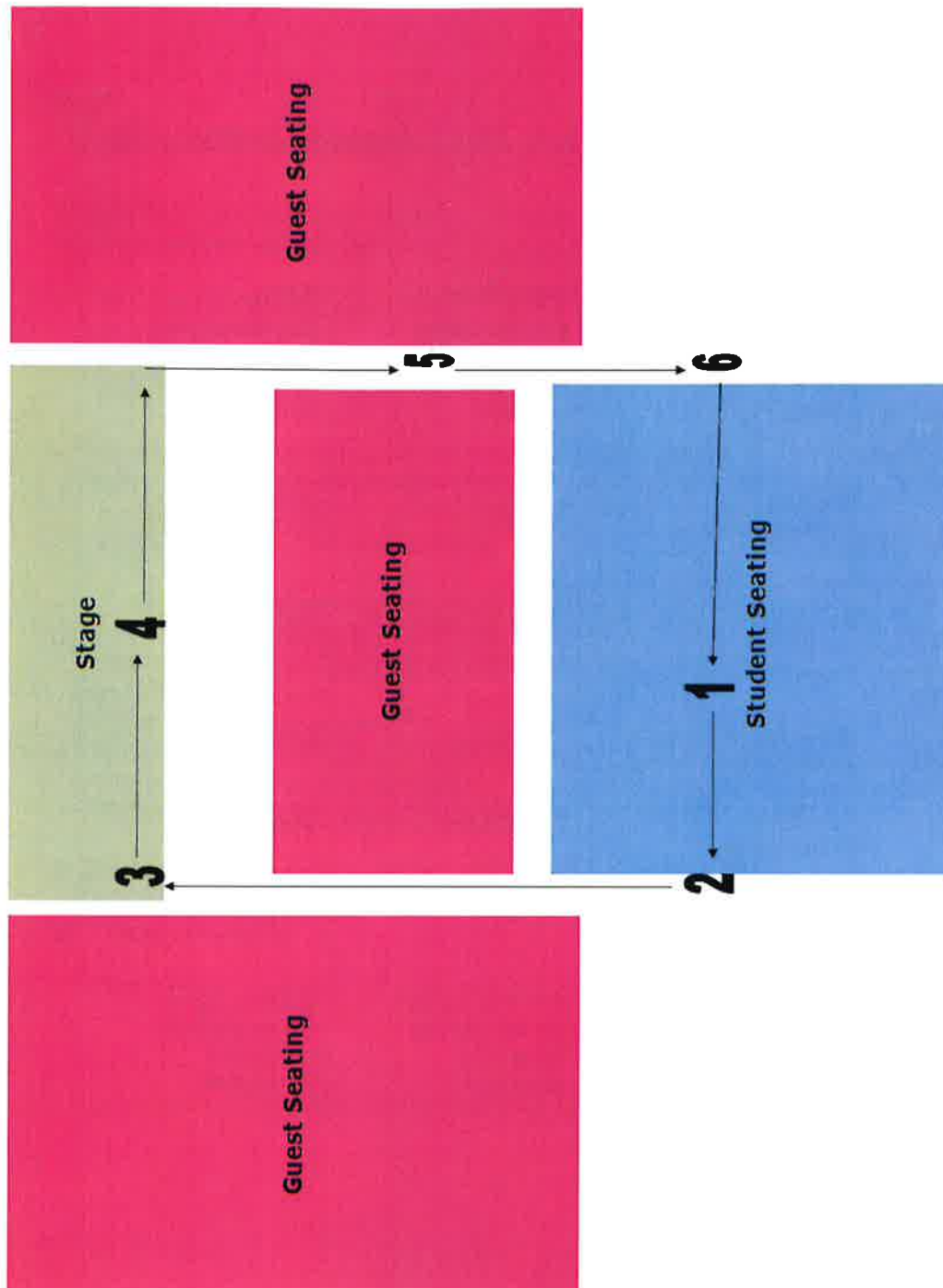
- The Ceremonies Department will be closed from Friday 9 July at 12noon.
Please do not leave any queries you have until the day of your ceremony as we will be unable to help!
- Please ensure you have hired your academic dress. If you have not please contact Ede & Ravenscroft for advice. Their booking line number is 01223 861854. You cannot graduate without wearing academic dress.
- If you or any of your guests have additional needs and you have not already informed us let us know immediately ***as there may be a slight possibility*** that we can accommodate you.
- Remember we update our website regularly so please check there if you have any queries.
www.northampton.ac.uk/ceremonies.

If you have any queries, please ring the ceremonies department on 01604 893474 or email ceremonies@northampton.ac.uk prior to 12noon on 9 July.

All venues are on Park Campus	10.45am Ceremony	2pm Ceremony
Student Gowns Library Foyer	Available from 8.30am	Available from 11.45am
Student Photography Brampton Building, Rooms 5, 18, & 21.	Available from 8.30am	Available from 11.45am
Student Registration Yelvertoft Building, Room 104.	From 9.15am	From 12.45pm
Students & Guests must be seated by	10.30am	1.45pm
Ceremony Commences	10:45am	2pm
Ceremony concludes (approx)	12.15pm	3.30pm
Student Gowns returned to Library Foyer	From 12.15pm (or as soon as ceremony concludes)	From 3.30pm (or as soon as ceremony concludes)

collect
Alumni
Association Pack

Marquee Plan



During the Ceremony

When you arrive at the marquee you will be directed by a marshal in a blue gown to your seat which will have your name card on the back, which you will need to take with you when you go up to the stage.

Marshals will indicate to you when you stand. We ask one row at a time to stand.

1. Taking your name card with you, your row will rise and exit into the aisle on your left.

2. You will approach the stage and when told by a marshal you will go up the ramp onto the stage

3. You will hand your name card to the Dean at the Lectern who will then announce you

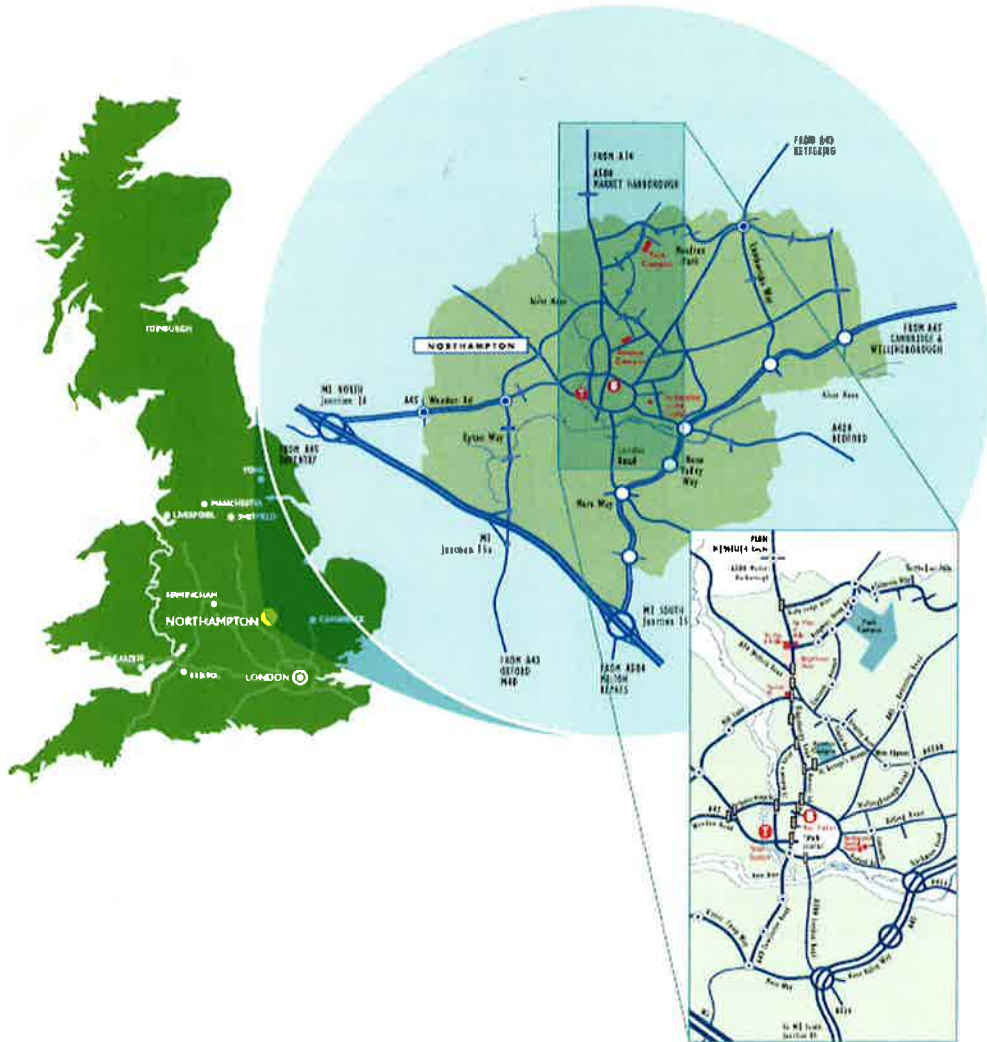
4. You will cross the stage, shaking hands with the Chancellor/Vice Chancellor as you do so

5. You will receive your certificate at the side of the stage after descending the ramp off the stage

6. You walk back to your original row, walk along and re-take your original seat.

Please note you are marshalled at each point of the process.

Getting to Northampton



Directions.

From the South:

Leave the M1 at junction 15 and follow the signs for A45 Northampton (3rd exit). Leave the A45 at the Queen Eleanor Interchange (2nd main exit), signed town centre. Stay in the middle lane (signed town centre) on the slip road and take the 2nd exit off the roundabout (London Road). Continue forward for approximately one mile following signposts for the town centre through several sets of traffic lights. At the Carlsberg brewery (on the left hand side) bear left at the traffic lights towards the train station, Kingsthorpe and Daventry. Move to the right hand lane. At the roundabout take the 3rd exit signed Market Harborough A508. Continue forward through several sets of traffic lights following signs for Market Harborough. For Park Campus continue forward, after three quarters of a mile you will reach the Cock Hotel Junction, continue forward and move into the right hand lane. Continue forward through several sets of traffic lights following signs for University of Northampton, Park Campus. Immediately after the shops, turn right opposite the Frog and Fiddler pub onto Boughton Green road. Continue up the hill (crossing two roundabouts) until you reach the campus on the right hand side (approx three quarters of a mile).

Frequently Asked Questions

Q: Where do I find information about hiring my academic gown and booking photography for my ceremony?

A: Gown hire and photography for the graduation ceremonies is provided by an external company called Ede & Ravenscroft. Their website is www.edeandravenscroft.co.uk or alternatively you can contact them by telephone. For gown information call 01223 861854 and for information on photography ring 0870 2421170. Your gown needs to be hired in advance of your ceremony.

Q: I no longer want to attend my graduation ceremony, what happens to my certificate?

A: Your certificate will be posted out to you by recorded delivery or DHL, in the week after your ceremony takes place.

Q: One of my guests now has special requirements for their seating, what should I do?

A: You need to contact the Ceremonies Office immediately as there may be a slight chance that we can accommodate their need. If you leave this until the day of your ceremony there will be no way of changing your seating arrangements.

Q: Will any refreshments be provided?

A: Refreshments are available to purchase in a number of locations on campus during the event. The Senate restaurant, the student restaurant and the students union are all open, along with the refreshments marquee, located near the Yelvertoft building.

Q: I was expecting more/less tickets than I received, what should I do?

A: Please contact the Ceremonies office as soon as possible, but before 12noon on Friday 9 July, on 01604 893474.

Q: I need some extra guest tickets for my ceremony, how do I get them?

A: Please contact the Ceremonies Office on 01604 893474, as we may have some tickets available which we will put on hold for you to collect and pay for on the day of your ceremony from the helpdesk in Yelvertoft room 104.



**THE UNIVERSITY OF
NORTHAMPTON**

Graduation 2010 Refreshments

Make the most of our refreshment marquee
serving a wide range including:

Fair trade Tea and Coffee
Soft Drinks
Beers
Wines

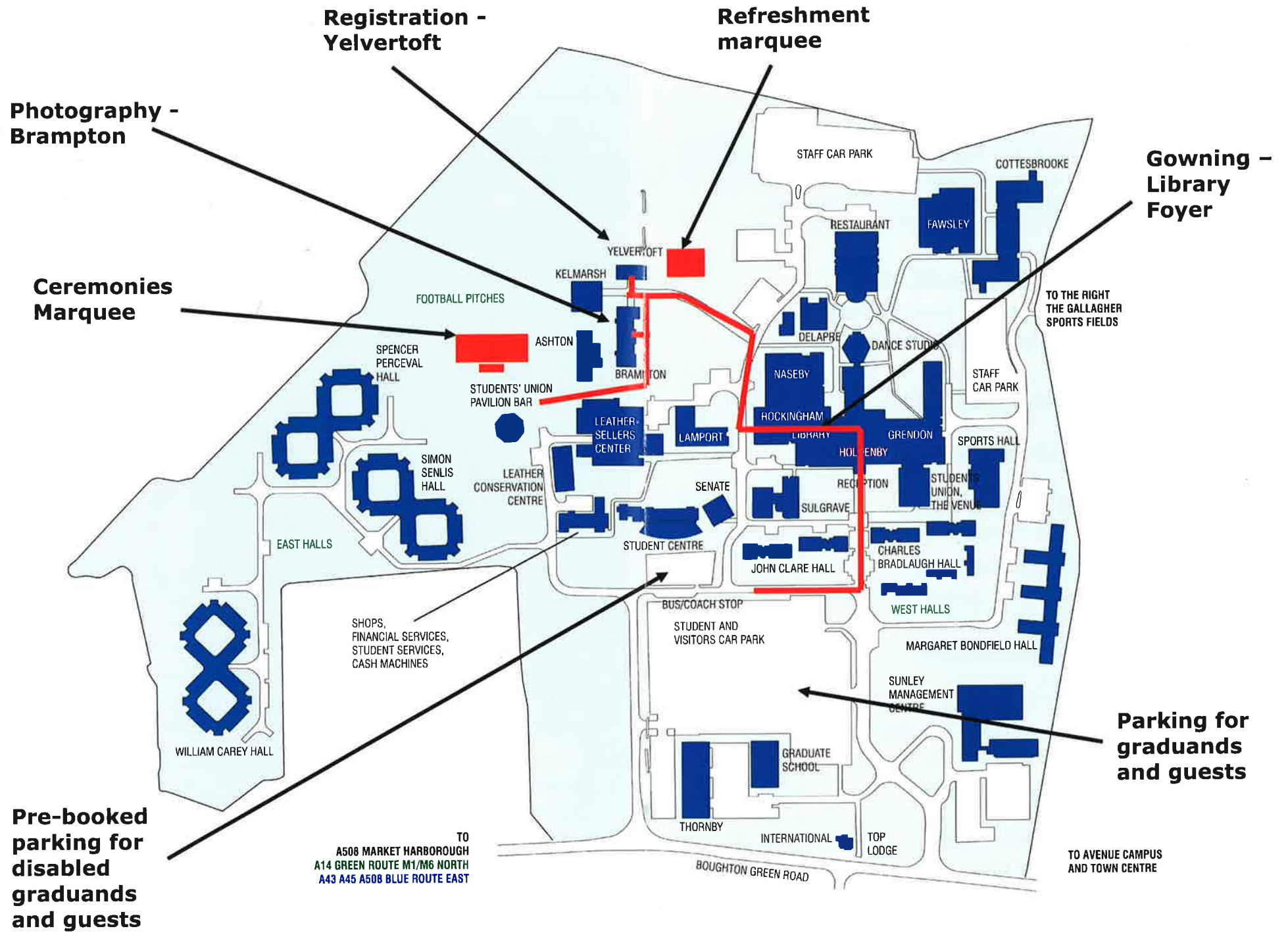
Plus a range of fresh food

Alcohol to be purchased by over 18's only. We operate a
Challenge 21 age checking policy.



Bar and refreshments provide by





Suggested Route

Registration.

When you arrive on Campus and follow the suggested route you will need to register that you have arrived to attend the award Ceremony, registration takes place in the Yelvertoft building, room 104. Please use the following lists to determine which desk you register at

Tuesday 13 July 2010
School of Science & Technology
and the School of Social Sciences

10.45am Ceremony

Blue Balloon Desk

All Postgraduate Courses

BA History

LLB

FdA Police & Criminal Justice Services

Green Balloon Desk

Doctor of Philosophy

Certificate in Professional Management

Lilac Balloon Desk

BSc Psychology

All Joint Honours

2.30pm Ceremony

Blue Balloon Desk

Doctor of Philosophy

All Postgraduate Courses

All Joint Honours

Green Balloon Desk

All BA Degrees

Lilac Balloon Desk

All BSc Degrees

All FdSc Courses

All HND & HNC Courses

Wednesday 14 July 2010
School of Education and the School of Health

10.45am Ceremony

Blue Balloon Desk

All BA Degrees
All Joint Honours

Green Balloon Desk

Doctor of Philosophy
All Diplomas
All FdSc Courses
All HND Courses

Lilac Balloon Desk

All Postgraduate Courses
All BSc Degrees

2.30pm Ceremony

Blue Balloon Desk

BA Early Years Education
All Joint Honours
Graduate Diploma in Early Years Practice

Green Balloon Desk

BA Early Childhood Studies (Non- EYPS students)

Lilac Balloon Desk

Doctor of Philosophy
BA Early Childhood Studies (EYPS Students)
BA Learning & Teaching
BA Primary Education

Thursday 15 July 2010
Northampton Business School

10.45am Ceremony

Blue Balloon Desk

All Other Postgraduate Courses
All BSc Degrees

Green Balloon Desk

MBA
All FdA Courses
All HND Courses
All Undergraduate Certificates

Lilac Balloon Desk

All BA Degrees
All Joint Honours

2.30pm Ceremony

Blue Balloon Desk

BA Fashion Marketing
BA Management

Green Balloon Desk

All Joint Honours
All FdA Courses

Lilac Balloon Desk

All Other BA Degrees

Friday 16 July 2010
School of The Arts

10.45am Ceremony

Blue Balloon Desk

All Postgraduate Courses
BA Film & Television Studies
All Joint Honours

Green Balloon Desk

BA Acting
All HND Courses

Lilac Balloon Desk

All Other BA Degrees

2.30pm Ceremony

Blue Balloon Desk

BA Fashion
BA Fine Art Painting & Drawing

Green Balloon Desk

All Postgraduate Courses
BA Creative Design with Marketing
BA Heritage Management
All BSc Degrees
All Joint Honours
All HND Courses

Lilac Balloon Desk

BA Fine Art
BA Graphic Communications
BA Illustration
BA Interior Design
BA Photographic Practice
BA Surface Design & Printed Textiles

Useful Telephone Numbers

Ede & Ravenscroft – Gown Hire

01223 861854

Ede & Ravenscroft - Photography

0870 2421170

Ceremonies Office

01604 893474

Or email; ceremonies@northampton.ac.uk

The University of Northampton Switchboard

01604 735500

The University of Northampton Finance Office

01604 892337

The University of Northampton Postcode (For Sat Nav)

NN2 7AL

Please do not leave any queries you may have until the day of your ceremony, as we may not be able to help you at that time and this could affect your attendance at your ceremony.

