

**Graduation Guide**

**AFTERNOON – 3.30pm**

St Bryce Kirk, Kirkcaldy

**Your Graduation is nearly here – we hope you are looking forward to it!**

**To make sure you are well prepared for your big day please read through this guide.**

1. **How Do I Reserve My Place?**

Please let us know that you are coming to Graduation by completing and returning the reply form link which will be sent to you by email if you are eligible to attend. This should be submitted no later than **Monday 9 September 2019.**

If we do not have an email address for you, your invite will be posted to you.

1. **Where and When is the Ceremony?**

All five ceremonies will take place at the St Bryce Kirk in St Brycedale Avenue, Kirkcaldy, across the road from our Kirkcaldy Campus.

On the day of your ceremony, please register in the foyer of St Bryce Kirk.

It is important that you register at St Bryce Kirk **between 1.30pm and 3.00pm** where you will be issued with a card confirming your name and seat number. Please keep this card with you **at all times** during the ceremony. You must be seated in the Kirk **by 3.15pm** otherwise it may not be possible for you to take part in the ceremony.

1. **What Do I Wear?**

Men should wear a dark suit with a white shirt and plain dark tie or traditional dress.

Women should wear a dark skirt or trousers with a white blouse or dark dress.

All those graduating should wear a robe (also known as a gown**)** – robes are available to book through Ede & Ravenscroft. The robe you have booked will be available for collection on the day of your graduation from 1.30pm in the Atrium, Kirkcaldy Campus.

Please ensure that robes are returned to the Atrium in the Kirkcaldy Campus by 6pm for Ceremony 1 (Tuesday 24 September) and 9.00pm for all other ceremonies.

**Please hire your robe through Ede & Ravenscroft by clicking on the link on the Graduation page of the College website. Alternatively you can call them on 01223 861 854.**

1. **Official Photography**

The official graduation photographer, Success Photography, will be available in the **Library,** opposite reception on the ground floor of the Kirkcaldy Campus, St Brycedale Avenue, Kirkcaldy, 1.30-6pm for Ceremony 1 (Tuesday 24 September) and 1.30-9pm for all other ceremonies.

**If you would like to book official photographs, just click the link on the Graduation page of the College website. Alternatively, you can call them on 01293 822 211.**

**We are keen to ensure that costs to students for Graduation are kept as low as possible. There is no charge for tickets to attend Graduation and after discussions with our suppliers, we are very pleased to see the costs reduced substantially this year. Robe hire is £18 and photography packages start at £10.**

1. **Tickets**

Guest tickets will be available to collect on your Graduation day from the registration desk in the Kirk. **Up to two guests per student are guaranteed.** As mentioned in section 2, students will receive a seating card when they register on the day – only your guests require tickets.

A decision on additional guest tickets will be made depending on availability closer to the event dates - we will advise if any additional tickets for your ceremony are available by email.

If you have any guests that you wish to attend, but don't have a ticket, they are welcome to view the event live in our Atrium space of our Kirkcaldy Campus. The ceremonies will also be streamed live via our Facebook page.

1. **What Happens In The Ceremony?**

You will be seated beside others from your course and in alphabetical order by surname. At the appropriate time, ushers will guide you towards the stage. Please follow the person sitting next to you and hold your seating card in your hand.

Remain in the order in which you were seated and proceed onto the stage when directed by the usher. Your seating card (which you will be given at registration) will be taken from you and passed to the person announcing names. When your name is called, walk across the stage and shake hands with those standing, pausing to collect your certificate holder. You will then be guided back to your original seat.

To ensure that the ceremony runs as smoothly as possible, you will not receive your actual certificate on the stage. This can be collected immediately after the ceremony from the certificate desk in the Atrium within the Kirkcaldy Campus.

1. **Getting There**

 **By Car**

St Bryce Kirk is situated in Kirkcaldy town centre, just across from the College’s Kirkcaldy Campus in St Brycedale Avenue.

There are various public car parks within the Kirkcaldy town centre area. The closest to St Bryce Kirk and the College are the car parks at Kirkcaldy Railway Station and the multi-storey above the Postings shopping centre.

 St Bryce Kirk

 St Brycedale Ave,

 Kirkcaldy

 KY1 1ET

**By Bus**

Various bus services run from different areas of Fife to the College or Train Station leaving around a five to ten minute walk to the Kirk. For more information please visit [www.stagecoachbus.com](http://www.stagecoachbus.com).

 **By Train**

Kirkcaldy Train Station is about a ten minute walk from St Bryce Kirk with regular trains running to and from Kirkcaldy from various areas in Fife, Edinburgh and Tayside.

For more information on train timetables and costs please visit [www.scotrail.co.uk](http://www.scotrail.co.uk).

1. **Filming and Photography During Event**

To record this event and for future promotional purposes, there will be general filming and photographs taken. By attending the Graduation event you agree to being included in this. If you have any concerns, please contact us in advance of the ceremony.

1. **Celebratory Drinks Reception**

To recognise your achievements, Fife College would like to invite you and your guests to a celebratory drinks reception immediately following your graduation ceremony. This will be held in the Atrium of our Kirkcaldy Campus.

**With such a large number of students graduating on the day, please allow yourself plenty of time to travel to the Kirk and to register on arrival.**

**If you have any questions, which have not been answered in this guide, please email** **graduation@fife.ac.uk**

**Please note that our staff will be on hand to assist you on the day, answer any queries you may have and guide you through the various procedures.**

**We look forward to welcoming you to Graduation 2019!**