



BORDERS COLLEGE

GRADUATION CEREMONY

Friday 22nd September 2023

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

**GRADUATE INFORMATION**





## Index

BORDERS COLLEGE CONTACT.....	11
CERTIFICATES .....	8
CLOAKROOM .....	10
CRECHE FACILITIES .....	10
DISABILITIES/ACCESS .....	9
EMERGENCY CONTACT .....	9
FILMING/PHOTOGRAPHY .....	7
FIRST AID.....	10
GRADUATION DRESS CODE .....	5
HOME VIDEOS & PHOTOGRAPHY.....	8
OVERNIGHT STAY .....	11
PARKING .....	10
PHOTOGRAPHY.....	7
PROGRAMMES.....	8
REFRESHMENTS.....	9
REFUNDS.....	11
REGISTRATION.....	5
ROBING.....	6
THE CEREMONY.....	4
TOILETS .....	11
VENUE.....	9



## **THE CEREMONY:**

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

Friday 22nd September 2023

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 and their guests will be served some light refreshments.



# 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. 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 Marston Events 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.



## **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. Mortarboards do not form part of our academic dress and are neither carried nor worn at our graduation ceremonies.

There will be staff from Marston Events 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 Marston Events 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. 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 photos taken if you have not pre-booked. 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 the Graduation Ceremony. If you do not wish to appear in any images captured, please let us know so that we can take appropriate steps to ensure you are not included.

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

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



## Certificates

You will receive a 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.

## 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 served to graduates and their guests in 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

Borders 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 the Graduation Team: [graduation@borderscollege.ac.uk](mailto:graduation@borderscollege.ac.uk) or call **01896 66 26 00**.



## **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. 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 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 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 the Graduation Team: **[graduation@borderscollege.ac.uk](mailto:graduation@borderscollege.ac.uk)** or call **01896 66 26 00**.



