



July 2021

Confirmation of the UCP Graduation Ceremony

Dear

To celebrate your academic achievements, University Centre Peterborough is hosting our Graduation Ceremony at Peterborough Cathedral on the evening of **Thursday 23rd September 2021**. We have great pleasure to invite you and your guests to the ceremony.

This year, there will be two ceremonies taking place on the day to accommodate students from both 2020 and 2021. Your course will be attending the **evening ceremony**. All the information you require is within this letter and can be found at <https://www.ucp.ac.uk/news/graduation-2021/>

TO CONFIRM YOU ARE ATTENDING

- Your place at the graduation ceremony can only be confirmed when you book your gown via www.gownhire.co.uk (book online only and not by phone). Students do not need to purchase a ticket for themselves as your gown booking is confirmation you will be attending. It is therefore vital you book your gown to guarantee your place.

GOWN HIRE

- This is provided by Ede & Ravenscroft via www.gownhire.co.uk. They will ensure you are wearing the correct robes to attend the graduation ceremony.
- Before you visit www.gownhire.co.uk to start your booking, make sure you know your height, chest and head circumference measurements and have your credit/debit card details available.
- When you visit www.gownhire.co.uk you will be asked to select your institution:
 - Type in Peterborough, then choose University Centre Peterborough
- You will then be asked to provide your ID, Surname and Email:
 - Your ID is:
 - Use the surname on this letter
 - Choose the email address you regularly use (it does not need to be a student email)
- On the day of the graduation, the gowning will take place in the marquee at Peterborough Cathedral. Please bring a printout of the order confirmation so they can process your order quickly.

If you have any queries about gown hire or purchasing tickets, please contact Ede & Ravenscroft on 01223 861854 (9am to 5pm, Monday to Friday).

TICKETS FOR GUESTS

- PHASE 1
Initially, you can purchase a maximum of two guest tickets. These tickets must be purchased when you book your gown via www.gownhire.co.uk. Guest tickets are £17 per person which includes refreshments at the end of the ceremony.
- PHASE 2
If you require tickets for additional guests, the next phase of ticket sales is now available online only via www.gownhire.co.uk until all tickets are sold out. These tickets are still £17 per person and limited to a maximum of two extra guest tickets per student. The number of additional tickets available at this stage will depend on the total number of students booked to attend the ceremony in the Phase 1 of ticket sales.
- PHASE 3
Depending on ticket returns, a final phase of ticket sales will be available in person only from UCP at **9am on Friday 17th September 2021**. These tickets are still £17 per person and limited to a maximum of two extra guest tickets per student. Note that this will be a very limited supply and cannot be reserved in advance.

If you or your guests require wheelchair access, have mobility difficulties or are bringing a pram please indicate this when booking.

Your guests will need the tickets in hand to gain entry to the Cathedral ceremony.

We do not post out tickets and you must arrange for them to be collected at the following times:

- UCP reception Wednesday 8th September to Wednesday 22nd September 2021
(8.30pm to 5pm, Monday to Friday)
- Cathedral - marquee 10am to 5.30pm on Thursday 23rd September 2021

EVENT SCHEDULE (EVENING CEREMONY)

- GOWNING
 - This takes place from 4pm to 6pm in the marquee at Peterborough Cathedral.
 - We strongly encourage you to arrive closer to 4pm as this gives you time to relax and have food and drink before the ceremony.
 - Students must arrive by 5.30pm for photography before the ceremony.
 - Staff will also be gowning at the same time as students.
 - All gowned students and staff must be at the marquee by 6.40pm ready for the procession around the Cathedral.
- CEREMONY
 - Guests can enter the Cathedral from 6.20pm and the doors close promptly at 6.50pm. There is no reserved seating so guests are advised to arrive early. Evensong will take place in the Cathedral until 6.15pm – if guests attend Evensong beforehand, this will not give them priority access into the Cathedral for the graduation.
 - The graduation ceremony will last approx. 1 hour 20 minutes and will be followed by refreshments for all graduates and guests (included in the guest ticket price).

MARQUEE AT PETERBOROUGH CATHEDRAL (Guests, Food & Refreshments)

Guests are welcome to join you in the marquee. We will be providing free food (a selection of freshly filled rolls and crisps) for students and staff only from 4pm to 6pm (available on a first come first served basis). There will be a cash bar for guests, students and staff.

PHOTOGRAPHY

- This is provided by Ede & Ravenscroft and can be booked with your gown hire, or can be added to your order at a later date. There are a variety of photography packages available.
- The only opportunity for professional photography will be in the marquee during gowning. We will also be taking photos of students on the stage which can be purchased after the ceremony.
- See <https://graduation-services.edeandravenscroft.com/academic> for general information about the photography service offered by Ede & Ravenscroft.

If you have any queries about photography please contact Ede & Ravenscroft on 01223 861854 (9am to 5pm, Monday to Friday).

RESITS & REASSESSMENTS

Those with outstanding assessments or have not fully achieved can still book gowns, photography and guest tickets, but may not be eligible to attend until we have received your moderated results in September 2021. If in the unfortunate event you are ineligible to graduate, we will contact you to discuss your refund.

CERTIFICATES

During the ceremony you will receive a certificate in a UCP embossed scroll tube. Note that this is not your official certificate and this will be sent to you by your awarding body after the graduation ceremony. To ensure we have up to date contact details check e:Vision (for ARU provision) or ProMonitor (for all other courses) or you can contact support@ucp.ac.uk.

CAR PARKING

We are unable to reserve car parking for students or guests at Peterborough Cathedral. Please ensure you make your own arrangements for car parking if required and note that parking near the Cathedral will be in high demand so allow adequate time to find a space. Visit www.peterborough.gov.uk/residents/parking/car-park-locations for details of all car parks in Peterborough.

COVID-19

The event will take place following the government guidelines for large events. At the time of sending out this information, we are allowed to hold the event at full capacity. If anything changes up until the date of the event, we will keep you informed. Due to this, it is important you follow the booking dates to ensure the event can run smoothly and you and your guests can enjoy the day.

ANY QUESTIONS?

If you have any questions about the graduation ceremony contact ucpevents@ucp.ac.uk.

We look forward to seeing you and your guests on Thursday 23rd September 2021.

Yours sincerely

University Centre Peterborough Marketing & Events Team

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