

INVITATION TO ATTEND SUMMER GRADUATION CEREMONIES 2012

Dear Student,

This letter contains important information about graduation for students who are due to complete their course by June 2012 and I would ask you to read it fully.

Dates and venues

Summer graduations will be held between Monday 2 July and Tuesday 10 July 2012 as follows:

COLERAINE: Monday, Tuesday and Wednesday 2, 3 and 4 July (in the Diamond on campus)

BELFAST and JORDANSTOWN: Wednesday, Thursday, Friday and Saturday 4, 5, 6 and 7 July (in the Waterfront Hall, Belfast)

MAGEE: Monday and Tuesday 9 and 10 July (in the Millennium Forum, Derry)

Registering to attend graduation

If you hope to complete your course by June 2012 and wish to attend graduation in person you should register to do so by logging in to the University's online graduation system which is available in the Student Portal (see below) from TUESDAY 14 FEBRUARY 2012 to TUESDAY 28 FEBRUARY 2012.

The online system will enable you to register to attend, to indicate the number of guests you wish to bring, to order your academical dress (gown and hat) and to pay the graduation fee. The fee for attending graduation is £45 and includes the hire of academical dress, tickets for two guests and refreshments. Additional guest tickets, **subject to availability**, may be purchased at a cost of £10 each. All guests, including children, attending graduation are required to have a ticket. Please note that a graduation ceremony is not suitable for young children or babies.

Two ceremonies are normally held each day, morning and afternoon, on the graduation dates above and faculties and courses will be allocated to specific ceremonies based on the number of students who indicate they wish to attend. The schedule showing the faculty allocation will be published in the Student Portal in mid March 2012. If you fail to register to attend graduation by 28 February 2012 and subsequently decide you would like to attend, you will not be able to if the seating has all been allocated.

Students not wishing to attend

If you do not wish to attend graduation you may also use the online system to arrange for your award certificate to be sent to you by post (the cost for this service is normally £6).

Alternatively, you may collect your certificate from the campus Examinations Office (or Registry Office at Coleraine) from 23 July 2012. However, you should still use the graduation system to check that your name is correct as it will be printed on your certificate. Your name should be your full legal name as it appears on, for example, your birth certificate or marriage certificate.

Accessing the online graduation system in the Student Portal

To access the online graduation system, go to the Student Portal (<http://portal.ulster.ac.uk>). Once in the Portal, select the My Studies tab and go to the Graduation channel. Also in the Graduation channel in the Portal is a link to Graduation dates and information. This contains important information about graduation and you are advised to read the section entitled 'Choosing your gown and hat size' prior to logging in to the graduation system so that you know, in advance, the correct sizes to select. Here you will also find the allocation of faculties to ceremonies from mid March 2012 so you can check the date and time when you will be graduating.

To access the Portal, you will need your student ID number (which is in the format B00123456) and your password. If you have forgotten your password you can find it by logging in to <http://ssb.ulster.ac.uk> using your student ID number and your date of birth in the format ddmmyy (for example 120381). Click on Personal Information and then choose View Student ID, Password and E-mail Address.

Students with unpaid fees

Students who have a 'Hold' on their record as a result of unpaid fees will not be able to access the online graduation system and should contact their campus Registry Office if they wish to attend graduation. Where students have not paid their fees in full prior to summer graduation, their award will not be made and they will not be permitted to graduate. The earliest date for graduation for such students will then be December 2012 once fees have been paid.

Getting help

If you have problems logging in or using the system, or any other query regarding graduation, you should contact your campus Registry Office for assistance as follows:

Belfast/Jordanstown: tel: 028 9036 6251; email: registryjn@ulster.ac.uk
Coleraine: tel: 028 7012 4221; email: registryce@ulster.ac.uk
Magee: tel: 028 7167 5479; email: registrymg@ulster.ac.uk

Finally, I would like to wish you success in your course and hope that you will be able to attend your graduation. I would also stress the importance of registering to attend graduation by 28 February 2012 to ensure that there will be space available for you and your guests and to avoid disappointment later should you subsequently decide to attend.

Ruth Wasson
Director of Student Administration